



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, June 22, 2016
Newmarket Public Library Board Room**

Present: Joan Stonehocker – Chair
Tara Brown
Venkatesh Rajaraman
Joe Sponga (left at 6:40 pm)

Regrets: Tom Vegh – Vice Chair
Kelly Broome-Plumley
Darcy McNeill

Staff Present: Todd Kyle, CEO
Linda Peppiatt, Deputy CEO
Lianne Bond, Administrative Coordinator

The Library Board Chair called the meeting to order at 5:55 pm

Adoption of Agenda Items

1. Adoption of Regular Agenda
2. Adoption of the Closed Session Agenda
3. Adoption of Consent Agenda items

The Chair asked if there were any additions to the agenda.

Motion 16.06.128

Moved by Tara Brown

Seconded by Venkatesh Rajaraman

That Agendas 1) to 3) be adopted as presented.

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, May 18, 2016
5. Adoption of the Closed Session Minutes for Wednesday, May 18, 2016
6. Strategic Operations Report for May, 2016
7. Library Statistical Data for May, 2016
8. Monthly Bank Transfer

Motion 16.06.129

Moved by Joe Sponga

Seconded by Venkatesh Rajaraman

That Consent Agenda Items 4) to 8) be received and approved as presented.

Carried

9. Motion to Convene into a Closed Session

Motion 16.06.130

Moved by Joe Sponga

Seconded by Tom Vegh

That the Library Board move into a Closed Session meeting at 5:58 pm to discuss Labour Relations matters.

Carried

Motion 16.06.131

Moved by Joe Sponga

Seconded by Venkatesh Rajaraman

That the Library Board move out of a Closed Session meeting at 6:10 pm.

Carried

Motions arising from the Closed Session meeting.

Motion 16.06.132

Moved by Joe Sponga

Seconded by Tara Brown

That the Library Board approve the introduction of an Employee Assistance Program for non-union employees effective January 1, 2017.

And That the Library Board receive the verbal reports on Labour Relations matters.

Carried

Policy

10. Customer Complaint Policy

The CEO reported that there has been no response as yet regarding whether the role of the Ombudsman of Ontario includes public libraries.

11. Workplace Violence and Harassment Policies

The CEO reviewed changes to the Workplace Violence Policy to meet the recent changes to the Occupational Health and Safety Act. No changes were made to the Workplace Harassment Policy.

Motion 16.06.133

Moved by Joe Sponga

Seconded by Venkatesh Rajaraman

That the Board approve the Workplace Violence Policy and Workplace Harassment Policy as presented.

And That the Board approve appointment of the Board Chair as confidential recipient of any workplace harassment complaint against the CEO, such complaint to be investigated by an ad-hoc committee of the Board.

Carried

Reports

12. Review of Library Asset Replacement Fund

A review of the Library's separate Asset Replacement Fund (ARF) by the Library and Town of Newmarket Financial Services Department has been completed. The CEO outlined the course of action with the Library Board that resulted in the review.

Motion 16.06.134

Moved by Joe Sponga

Seconded by Venkatesh Rajaraman

That the Board approve the transfer to the Town's Building ARF of Library capital components identified as building infrastructure;

And that the Board approve the transfer to the Town of previously approved capital funding for Roofing and Dehumidification, such funding to continue to be available and approved should the Library require it;

And that the Board approve in principle the creation of an Equipment Repair/Replacement Reserve for those items identified as non-TCA capital equipment, with funding source to be identified for final approval by the Board to be enacted as part of 2016 year-end accounting.

Carried

13. Library Efficiencies Review

Deferred to the next regular Board meeting.

Business Arising

14. Election of Vice Chair

Deferred to the next regular Board meeting.

15. Report on Vulnerable Patrons

Deferred to the next regular Board meeting.

16. Strategic Technology Committee

Deferred to the next regular Board meeting.

17. 2017 Budget

Highlights of Changes to the Operating Budget 2017 over 2016 were distributed to the Library Board. The CEO reviewed the changes of the draft 2017 Operating Budget submission with the Board.

Motion 16.06.135

Moved by Tara Brown

Seconded by Venkatesh Rajaraman

That the Library Board approve the base 2017 Operating Budget as presented and defer any growth and enhancement requests to the next Library Board meeting.

Carried

2017 Capital Budget was deferred to the next Library Board meeting.

18. Joint Newmarket Public Library and Town of Newmarket Council Workshop

Deferred to the next regular Board meeting.

19. Library Board Action List

Deferred to the next regular Board meeting.

New Business

There was no new Business

Date(s) of Future Meetings

20. The next regular Library Board meeting to be reschedule to September 7, 2016 at 5:30 in the Library Board room.

Adjournment

The meeting adjourned at 6:40 pm when one Board member left and quorum was lost.

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer