



# Newmarket Public Library Board

## Minutes

Date: Wednesday, March 20, 2024  
Time: 5:30 PM  
Location: Newmarket Public Library Boardroom  
Newmarket Public Library  
438 Park Avenue  
Newmarket ON L3Y 1W1

Members Present: Darryl Gray, Chair  
Victor Woodhouse  
Trevor Morrison  
Neila Poscente  
Beth Stevenson

Members Absent: Kelly Broome, Vice Chair  
Rex Taylor

Staff Present: Tracy Munusami, CEO  
Lianne Bond, Administrative Coordinator  
Jennifer Leveridge, Manager, Library Services  
Biagio Rachiele, Manager, Library Operations

Guests: Daniela Barreto, Evening end Weekends Consulting  
Chris Wilson, Evenings and Weekends Consulting

### 1. Call to Order

The Chair called the meeting to order at 5:38 pm.

### 2. Presentation - Services and Programming Needs Study Recommendations

The Consultants presented their findings from the Services and Programming Needs study with the Library Board. The study includes programming and services recommendation which outline ways Newmarket Library can better

serve its community by providing programming that speaks to the needs of various populations living in Newmarket.

**Motion 24-03-83**

**Moved by** Victor Woodhouse

**Seconded by** Trevor Morrison

**That** the Library Board received the presentation on Services and Programming Needs Study Recommendations.

**Carried**

**3. Adoption of Agenda Items**

3.1 Adoption of the Regular Agenda

3.2 Adoption of the Closed Session Agenda

3.3 Adoption of the Consent Agenda Items

**Motion 24-03-84**

**That** items 3.1 to 3.3 be adopted as presented

**4. Declarations**

None were declared.

**5. Consent Agenda Items**

5.1 Adoption of the regular Library Board meeting minutes for Wednesday, February 21, 2024

5.2 Strategic Operations Report for February, 2024

**Motion 24-03-85**

**Moved by** Beth Stevenson

**Seconded by** Trevor Morrison

**That** items 5.1 and 5.2 be approved and adopted as presented.

**Carried**

**6. Policies**

6.1 Recruitment and Selection Policy

The Recruitment and Selection Policy has been updated to align with the Employment Standards Act of Ontario, Ontario Human Rights code and Library Strategic direction.

## 6.2 Mileage Allowance, Licence and Auto Insurance Policy

A Mileage Allowance, Licence and Automobile Policy has been developed to ensure alignment guidelines to protect employees and minimize risk and liability to the Library. The Policy will replace Library Board L-01-03 which governed mileage rates.

### **Motion 24-03-86**

**Moved by** Victor Woodhouse

**Seconded by** Beth Stevenson

**That** the Library Board approve the Recruitment and Selection Policy as presented;

**And That** the Library Board rescind Resolution L-01-03 which established the adoption of mileage rates to be those applied to the Town of Newmarket staff;

**And That** the Library Board, approved the Mileage, Allowance, Licence and Automobile Insurance Policy that adopts at minimum the Canada Revenue Agency's reasonable allowance rates, and which replaces Resolution L-01-03.

**Carried**

## 7. Reports

### 7.1 2023 Newmarket Library Report to the Community

The Library Board reviewed the draft 2023 Report to the Community and suggested some changes to the report. The CEO will be presenting the report to Town of Newmarket Council.

### **Motion 24-03-87**

**Moved by** Trevor Morrison

**Seconded by** Victor Woodhouse

**That** the Library Board receive the Newmarket Library Report to the Community 2023 as amended.

**Carried**

**8. Business Arising**

8.1 Library Board Action List

The Library Board reviewed the Action List. Board members were asked to consider appointing a representative to participate on the Ontario Library Service Board Assembly.

**Motion 24-03-88**

**Moved by** Beth Stevenson

**Seconded by** Victor Woodhouse

**That** the Library Board receive the Action List as presented.

**Carried**

**9. New Business**

There was no new business.

**10. Closed Session**

10.1 Personal matters regarding an identifiable individual and Labour relations or employee negotiations per section (b); (d) of the Public Libraries Act R.S.O. 1990

**Motion 24-03-89**

**Moved by** Trevor Morrison

**Seconded by** Victor Woodhouse

**That** the Library Board move into Closed Session at 6:50 pm for personal matters regarding an identifiable individual and Labour relations or employee negotiations per section (b); (d) of the Public Libraries Act R.S.O. 1990.

**Carried**

**Motion 24-03-90**

**Moved by** Victor Woodhouse

**Seconded by** Beth Stevenson

**That** the Library Board move out of Closed Session at 7:15 pm.

**Carried**

**Motion 24-03-91**

**Moved by** Victor Woodhouse

**Seconded by** Beth Stevenson

**Motions arising from Closed Session:**

That the Library Board approve and adopt the Closed Session minutes for Wednesday, February 17, 2024;

**And That** the Library Board receive the report on non-union wages;

**And That** the Library Board receive the Operational Efficiencies Review: IT Integration;

**And That** the Library Board support integrating IT Services with the Town of Newmarket.

**Carried**

**11. Dates of Future Meetings**

The next regular Board meeting is scheduled for Wednesday, April 17, 2024 at 5:30 pm in the Library Board room.

**12. Adjournment**

**Motion 24-03-92**

**Moved by** Neila Poscente

**Seconded by** Trevor Morrison

**That** there being no further business the meeting adjourn at 7:17 pm.

**Carried**

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Darryl Gray, Chair

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Tracy Munusami, Secretary/Treasurer