



Library Board Action Tracking List

Item No.	Action Item	Updates	Target/Completion date
1.	Policy reviews	2024 Policy reviews completed: Mileage Allowance, Licence and Auto Insurance Recruitment and Selection	Ongoing
2.	CEO Annual Performance Review Assigned to: Executive Committee	Next review due August, 2024	August 2024
4.	Library Operational Efficiencies Review Assigned to: CEO to report to Board on Service Level Agreements	IT Integration: Library CEO and the Town’s Director, IT Services have agreement on how both departments can integrate for efficiency. Library integration into Town’s IT has commenced Marketing & Communications: The Marketing and Communications Coordinator has worked with the Town of Newmarket’s Communication department to leverage the Town’s Social Media reach	End of December, 2023 Migration to Town’s IT completed for October 16, 2023
5.	Strategic Plan Implementation	<ul style="list-style-type: none"> • Re-Branding Consultants hired and process has started • Conduct Services and Programming Needs Study 	Completed: Presented to the Board February 15, 2023 RFQ posted May 30, 2023, awaiting final submissions.

Item No.	Action Item	Updates	Target/Completion date
		<ul style="list-style-type: none"> • Service and Programming Needs Study • Conduct a welcoming places and spaces design services 	<p>Final recommendations presented to Library Board March 20, 2024</p> <p>RFQ posted July 25, 2023 Contract awarded December, 2023 Design charrettes scheduled for April 9th and 25th</p>
6.	Library Board Strategic Priorities	<ul style="list-style-type: none"> • Establish priority areas for Board to focus on 	Board Workshop held November 8, 2023
7.	Ontario Library Service Board Assembly	<ul style="list-style-type: none"> • Board member Appointment to OLS Board Assembly 	

Library Board Action Tracking List - Completed Action Items

Item No.	Action Item	Updates	Completion/Withdrawal Date

Completed items will remain on the Action List for one month before removal.