



**NEWMARKET PUBLIC LIBRARY BOARD - ACTION TRACKING LIST**

<b>Item No.</b>	<b>Target Date</b>	<b>Item description</b>	<b>Assigned action</b>	<b>Status / Date of Completion</b>
9-11a	Ongoing	Policy reviews	<ul style="list-style-type: none"> <li>• CEO to bring drafts to Board according to agreed schedule</li> <li>• Board to form committee to review Governance Policy and Constitution</li> <li>•</li> </ul>	
<del>12-11</del>	May 20 2015	Draft fundraising and development strategy	<ul style="list-style-type: none"> <li>• <del>CEO to draft report for initial consideration</del></li> <li>• <del>Board to consider needed resources</del></li> <li>• <del>CEO to report back on implementation of fundraising initiatives</del></li> <li>• <del>CEO to follow up with Town of Newmarket regarding naming rights sponsorship program</del></li> </ul>	<b>Completed September 16, 2015</b>
<del>1-12</del>		Consider forming Friends of the Library group	<ul style="list-style-type: none"> <li>• <del>Board to consider as related to item 12-11</del></li> </ul>	<b>Completed September 16, 2015</b> Deferred to next Library Board term ( <del>motion 13.03-214</del> )
2-13	May 20, 2015	CEO Annual Performance Review	<ul style="list-style-type: none"> <li>• Library Board Chair and Vice Chair to prepare and report to Board</li> </ul>	CEO annual Review completed February 18, 2016 Next review date: 2017
1-15	April 2016	Annual Report to the Community	<ul style="list-style-type: none"> <li>• CEO to prepare and present to board before release</li> </ul>	<b>Completed May 20, 2016</b> Next report due in April, 2017
2-15	March, 2016	Library facility and service delivery options	<ul style="list-style-type: none"> <li>• CEO to report on related Town community facility plans</li> <li>• Board to consider referral to Library-Town Joint Task Force</li> <li>• Board to consider capital reserve expenditure on consultant study</li> <li>• Motion 16.09.144 "And that the Library Board apportion up to \$50,000 of the Alternative Service Delivery capital project to a facility needs study, if and when Council indicates its willingness to support it"</li> </ul>	Report drafted for September 16, 2015 meeting (Deferred to March, 2016) Joint Workshop held June 15, 2016 Report to Board September 7, 2016

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
<del>3-15</del>		Business measurements (including Impacts and Storytelling)	<ul style="list-style-type: none"> <li>Board to review Library Statistical Data report provided monthly in agenda package</li> <li>CEO to revise report as requested</li> <li>CEO to update Board on status of related provincial initiatives as well as Impact Study</li> </ul>	
<del>4-15</del>		Built Accessibility report	<ul style="list-style-type: none"> <li>CEO to draft report</li> </ul>	
<del>5-15</del>	<del>June 17, 2015</del>	Budget projections	<ul style="list-style-type: none"> <li>CEO to draft 5-year projections for operating budget needs</li> </ul>	<b>Completed June 17, 2015</b> Reported to Library Board June 17, 2015
<del>6-15</del>		2016 budget	<ul style="list-style-type: none"> <li>Board to provide CEO with guidelines and suggestions</li> <li>CEO to draft budget</li> <li>Board to approve for submission to Council</li> </ul>	<b>Completed September 16, 2015</b> Board approved 2016 Draft Operating and Capital Budget requests
<del>7-15</del>		Collective Agreements	<ul style="list-style-type: none"> <li>Board to provide CEO with negotiation mandate guidelines</li> <li>CEO to engage Town of Newmarket Director of HR as lead negotiator</li> <li>Board to approve agreements</li> </ul>	<b>Completed, Agreements Ratified March 21, 2016</b> Collective agreements expired March 31, 2015. Negotiations to begin February 11, 2016
<del>8-15</del>		Strategic planning	<ul style="list-style-type: none"> <li>Board to decide on strategic planning process when current plan ends in 2016</li> </ul>	
<del>9-15</del>	<del>May, 2016</del>	Vice Chair Position	Library Board members to hold election for Vice Chair position after one year. Vice Chair elect to be a Community member	<b>Completed September 7, 2016</b> Election to be held June 22, 2016. Deferred to September 7, 2016.
<del>10-15</del>	<del>April, 2016</del>	SOLS Trustee Representative	Attend SOLS Trustee Council Meetings	Next Trustee meeting: November 5, 2016, Ajax Public Library
<del>11-15</del>	<del>March 16, 2016</del>	ARF Analysis Review	Town of Newmarket Director of Finance	<b>Completed June 22, 2016</b> Report to Library Board June 22, 2016
<del>12-16</del>	<del>June, 2016</del>	2017 Budget Considerations	Sunday Openings at Christmas	<b>Completed June 22, 2016</b> 2017 Operating Budget submission deadline

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
13-16	June, 2016	2018 Budget Consideration	Donation Revenue Allocations	2018 Operating Budget submission deadline
14-16		Strategic Technology Ad Hoc Committee	Develop Terms of Reference of Committee	
15-16	October, 2017	Ontario Public Library Week	Plan an event to promote Ontario Public Library Week	