



### Library Board Action Tracking List

Item No.	Action Item	Updates	Target/Completion date
1.	<b>Policy reviews</b>	2024 Policy reviews completed: Mileage Allowance, Licence and Auto Insurance Recruitment and Selection	Ongoing
2.	<b>CEO Annual Performance Review</b> Assigned to: Executive Committee	Next review due August, 2024	August 2024
4.	<b>Library Operational Efficiencies Review</b> 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.	<b>Strategic Plan Implementation</b>	<ul style="list-style-type: none"> <li>Conduct a welcoming places and spaces design services</li> </ul>	RFQ posted July 25, 2023 Contract awarded December 2023 Design charrettes held April 9 <sup>th</sup> and 25 <sup>th</sup>

Item No.	Action Item	Updates	Target/Completion date
6.	<b>Library Board Strategic Priorities</b>	<ul style="list-style-type: none"> <li>Establish priority areas for Board to focus on</li> </ul>	Board Workshop held November 8, 2023 Discussion held at Board meeting April 17, 2024, and priorities identified. Revisit Strategic priorities in 6 months (October,2024)
7.	<b>Ontario Library Service Board Assembly</b>	<ul style="list-style-type: none"> <li>Board member Appointment to OLS Board Assembly</li> </ul>	

**Library Board Action Tracking List - Completed Action Items**

<b>Item No.</b>	<b>Action Item</b>	<b>Updates</b>	<b>Completion/Withdrawal Date</b>
5.	<b>Strategic Plan Implementation</b>	<ul style="list-style-type: none"> <li>• Service and Programming Needs Study</li> </ul>	Completed: Final recommendations presented to Library Board March 20, 2024

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