



**Newmarket Public Library Board  
Regular Board Meeting  
Wednesday, December 14, 2016  
Newmarket Public Library Board Room**

**Present:** Joan Stonehocker, Chair  
Tara Brown, Vice Chair  
Darcy McNeill  
Venkatesh Rajaraman (joined by phone)  
Tom Vegh  
Jane Twinney

**Regrets:** Kelly Broome

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

**The Library Board Chair called the meeting to order at 5:40 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 16.12.167**

**Moved by Darcy McNeill**

**Seconded by Jane Twinney**

**That** Agenda items 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, November 16, 2016
5. Adoption of the Closed Session meeting Minutes for Wednesday, November 16, 2016
6. Strategic Operations Report for November, 2016
7. Library Statistical Data for November
8. Monthly Bank Transfer

**Motion 16.12.168**  
**Moved by Tara Brown**  
**Seconded by Tom Vegh**

**That** Consent Agenda items 4), 5), 7) and 8) be received and approved as presented.

**Carried**

The Strategic Operations Report was pulled from the Consent Agenda. The CEO provided further information on the Robotics Program and Hoopla downloadable video service.

**Motion 16.12.169**  
**Moved by Tara Brown**  
**Seconded by Jane Twinney**

**That** the Strategic Operations Report for November, 2016 be received and as presented.

**Carried**

## **Closed Session**

9. There were no Closed Session items.

## **Policies**

### **10. Expense Reimbursement Policy**

Revisions were made to the Expense reimbursement Policy to align with the Town of Newmarket rates.

**Motion 16.12.170**  
**Moved by Darcy McNeill**  
**Seconded by Tara Brown**

**That** the Library Board approve a revision to the Expenses Reimbursement Policy effective January 1, 2017 to adjust the maximum meal expense allowances to consistently match that of Town of Newmarket staff.

**Carried**

## **Reports**

### **11. Strategic Plan Renewal Options**

The Library Board reviewed the options presented on the renewal of the current Strategic Plan. The Library Board requested that a review of the current Strategic Plan be conducted at the regularly scheduled Board meeting in January, 2017.

**Motion 16.12.171**

**Moved by Tom Vegh**

**Seconded by Tara Brown**

**That** the Library Board receive the report on Strategic Plan renewal options.

**Carried**

**12. Building Maintenance Account**

It was reported that a number of unplanned building repair and maintenance expenses has meant that the Library has spent most of its emergency contingency beyond the 2016 budget in this area.

**Motion 16.12.171**

**Moved by Tom Vegh**

**Seconded by Jane Twinney**

**That** the Library Board receive the report on emergency expenditures in the Building Repairs and Maintenance budget line in the 2016 budget year;

**And that** the Library Board authorize the further expenditure in the 2016 budget year of up to \$3000 in the Building Repairs and Maintenance budget line, such expenditures to be offset by cost reductions elsewhere in the same year.

**Carried**

**Business Arising**

**13. Leadership by Design e-Learning: Module 3: Board Development**

The Library Board agreed to go through Module 3 of the Leadership by Design e-Learning series after the adjournment of the Board meeting.

**14. Fundraising Reserve**

In order to contribute to fundraising goals it is proposed that year-end Donation revenue be transferred into the Fundraising Reserve.

**Motion 16.12.172**

**Moved by Darcy McNeill**

**Seconded by Jane Twinney**

**That** the Library Board approve the transfer of unspent Donations revenue at the end of each fiscal year to the Fundraising reserve.

**Carried**

**15. Strategic Technology Committee**

A revised draft Terms of Reference for a Strategic Technology Subcommittee of the Newmarket will be presented at the next regularly scheduled Library Board meeting.

**16. Library Board Action List**

The Library Board reviewed the Action List.

**Motion 16.12.173**

**Moved by Tara Brown**

**Seconded by Tara Brown**

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

**Carried**

**New Business**

**17. Economic Impact Study**

The Library has completed an economic impact study and results from the survey were presented to the Library Board.

**Motion 16.12.174**

**Moved by Darcy McNeil**

**Seconded by Jane Twinney**

**That** the Library Board receive the report on the economic impact study;

**And that** the Library Board authorize the sharing of the study results with the wider Newmarket and public library communities;

**And that** the Library Board Action List to be revised to reflect the ongoing comparative measurement work as described in the report.

**Carried**

**Date(s) of Future Meetings**

**18.** The next regular Library Board meeting is rescheduled to January 18, 2017 at 5:30 in the Library Board room.

## **Adjournment**

**Motion 16.12.175**

**Moved by Jane Twinney**

**Seconded by Darcy McNeill**

**That** there being no further business meeting adjourned at 6:50 pm.

**Carried**

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Joan Stonehocker  
Chair

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Todd Kyle, CEO  
Secretary/Treasurer