



Newmarket Public Library Board

Minutes

Date: Wednesday, September 18, 2024
Time: 5:30 PM
Location: Newmarket Public Library Boardroom
Newmarket Public Library
438 Park Avenue
Newmarket ON L3Y 1W1

Members Present: Darryl Gray
Kelly Broome
Victor Woodhouse
Trevor Morrison
Neila Poscente
Beth Stevenson
Rex Taylor

Staff Present: Tracy Munusami, CEO
David di Giovanni, Manager, Programs and Community Engagement
Jennifer Leveridge, Manager, Collections and Customer Experience
Biagio Rachiele, Manager, Library Operations
Lianne Bond, Administrative Coordinator

Guests: Tina Ranieri-D'Ovidio, Ward 99 Architects

1. Call to Order

The Chair called the meeting to order at 5:40 pm.

2. Adoption of Agenda Items

2.1 Adoption of the Regular Agenda

2.2 Adoption of the Closed Session Agenda

2.3 Adoption of the Consent Agenda Items

Motion 24-09-107

Moved by Trevor Morrison

Seconded by Beth Stevenson

That Agenda items 2.1 to 2.3 be adopted as presented.

Carried

3. Declarations

None were declared.

4. Presentation - Welcoming Places and Spaces Design Services Update

The Ward 99 Consultant presented to the Library Board the proposed concepts that have been developed through the Welcoming Places and Spaces Design Services they have provided. The designs included flexible and customer focused public spaces and effective staff spaces for collaboration and material handling.

Motion 24-09-108

Moved by Rex Taylor

Seconded by Neila Poscente

That the Library Board receive the presentation on Welcoming Places and Spaces Design Services Update.

Carried

5. Consent Agenda Items

5.1 Adoption of the regular Board meeting minutes for Wednesday, June 19, 2024 minutes.

5.2 Strategic Operations Report - Summer, 2024

5.3 Second Quarter Financial Statement

5.4 Proclamation and Lighting Request - Ontario Public Library Week

5.5 Library Bank Transfer

A Board member received many accolades from residents for the fantastic job done by Library staff at the Moonlight Movies summer series.

Motion 24-09-109

Moved by Kelly Broome

Seconded by Victor Woodhouse

That Consent Agenda items 5.1 to 5.5 be approved and adopted as presented.

Carried

6. Policies

6.1 Health and Safety Policies

Legislation requires that the Library Board review annually the Health and Safety, Workplace Violence and Workplace Harassment policies. No changes were required to be made to these policies.

Motion 24-09-110

Moved by Trevor Morrison

Seconded by Kelly Broome

That the Library Board approved the Health and Safety Policy and Workplace Violence and Workplace Harassment Policy as presented.

Carried

7. Reports

There were no reports.

8. Business Arising

8.1 Library Board Action List

The Library Board reviewed the Action List. Item 4, Library Operational Efficiencies review was updated with the completion of the IT integration with the Town of Newmarket. This item has now been completed.

Motion 24-09-111

Moved by Beth Stevenson

Seconded by Rex Taylor

That the Library Board receive the Action List as presented.

Carried

9. New Business

9.1 Ontario Library Service Virtual Conference

The Library Board are invited to attend the Ontario Library Service Virtual Conference on October 24th. An email to Board members will be sent with the registration information on the conference.

10. Closed Session (if required)

11. Dates of Future Meetings

11.1 The next regular Library Board meeting is scheduled for Wednesday, October 16, 2024 at 5:30 pm in the Library Board room

12. Adjournment

Motion 24-09-112

Moved by Victor Woodhouse

Seconded by Beth Stevenson

That there being no further business, the meeting adjourn at 6:30 pm.

Carried

Darryl Gray, Chair

Tracy Munusami, Secretary/Treasurer