



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 Health And Safety Workplace Violence Workplace Harassment	Ongoing
2.	CEO Annual Performance Review Assigned to: Executive Committee	Next review due August, 2024	August 2024
5.	Strategic Plan Implementation	<ul style="list-style-type: none"> Conduct a welcoming places and spaces design services 	RFQ posted July 25, 2023 Contract awarded December 2023 Design charrettes held April 9 th and 25 th Update reported to Board September 18, 2024
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 Discussion held at Board meeting April 17, 2024, and priorities identified.

Item No.	Action Item	Updates	Target/Completion date
	Library Board Strategic Priorities cont.		Revisit Strategic priorities in 6 months (October,2024)
7.	Ontario Library Service Board Assembly	<ul style="list-style-type: none"> • Board member Appointment to OLS Board Assembly • 	
8.	Library Board Advocacy Committee	<ul style="list-style-type: none"> • Develop Advocacy Strategies to support Library 	<ul style="list-style-type: none"> • Committee met September 18, 2024 • Next meeting October 16, 2024

Library Board Action Tracking List - Completed Action Items

Item No.	Action Item	Updates	Completion/Withdrawal Date
4.	<p>Library Operational Efficiencies Review</p> <p>Assigned to: CEO to report to Board on Service Level Agreements</p>	<p>IT Integration:</p> <p>Library CEO and the Town’s Director, IT Services have agreement on how both departments can integrate for efficiency.</p> <p>Library integration into Town’s IT has commenced.</p> <p>Marketing & Communications:</p> <p>The Marketing and Communications Coordinator has worked with the Town of Newmarket’s Communication department to leverage the Town’s Social Media reach</p>	<p>End of December 2023</p> <p>Migration to Town’s IT completed for October 16, 2023.</p> <p>Completed September, 2024</p>

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