



# Newmarket Public Library Board

## Minutes

Date: Wednesday, October 16, 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

### 1. Call to Order

The Chair called the meeting to order at 5:35 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 24-10-113**

**Moved by** Victor Woodhouse

**Seconded by** Beth Stevenson

**That** Agenda items 2.1 to 2.3 be adopted as presented.

**Carried**

**3. Declarations**

None were declared.

**4. Consent Agenda Items**

4.1 Adoption of the regular Library Board meeting minutes for September 18, 2024

4.2 Strategic Operations Report for September

**Motion 24-10-114**

**Moved by** Rex Taylor

**Seconded by** Neila Poscente

**That** items 4.1 to 4.2 be approved and adopted as presented.

**Carried**

**5. Policies**

5.1 Unattended and Missing Child Policy

The Unattended and Missing Child Policy revisions included updates to language and additional information on steps to assist locating a child.

**Motion 24-10-115**

**Moved by** Beth Stevenson

**Seconded by** Trevor Morrison

**That** the revisions to the Unattended and Missing Child policy be approved as presented.

**Carried**

## 6. Reports

### 6.1 Newmarket Library Year-to-Date-Statistics

The year-to-date statistics report included number of visits, social media followers, and items borrowed. The report has been prepared celebrating Newmarket Library during Ontario Public Library Week from October 20 to 26, 2024.

#### **Motion 24-10-116**

**Moved by** Victor Woodhouse

**Seconded by** Rex Taylor

**That** the Newmarket Library Year-to-Date Statistics report be received as presented.

**Carried**

## 7. Business Arising

### 7.1 2025 Operating Budget

The 2025 Operating Budget was presented to the Library Board. The 2025 Operating Budget includes additional support from the Town of Newmarket to meet negotiated wages for union and non-union employees.

#### **Motion 24-10-117**

**Moved by** Neila Poscente

**Seconded by** Beth Stevenson

**That** the Library Board approved the 2025 Operating Budget for submission to the Town of Newmarket as presented.

**Carried**

### 7.2 Library Board Action List

The Library Board reviewed the Action List.

#### **Motion 24-10-118**

**Moved by** Trevor Morrison

**Seconded by** Victor Woodhouse

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

**Carried**

**8. New Business**

There was no new business.

**9. Closed Session (if required)**

**10. Dates of Future Meetings**

10.1 The next regular Board meeting is scheduled for Wednesday, November 20, 2024 at 5:30 pm in the Library Board room.

**11. Adjournment**

**Motion 24-10-119**

**Moved by** Rex Taylor

**Seconded by** Beth Stevenson

**That** there being no further business the meeting adjourn at 6:00 pm.

**Carried**

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Darryl Gray, Chair

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Tracy Munusami, Secretary/Treasurer