



Newmarket Public Library Board

Minutes

Date: Wednesday, September 17, 2025
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
Councillor Morrison
Neila Poscente
Beth Stevenson
Rex Taylor

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

1. Call to Order

The Chair called the meeting to order at 5:36 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 25-09-169

Moved by Neila Poscente

Seconded by Rex Taylor

That 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 Board meeting minutes for June 18, 2025

Motion 25-09-170

Moved by Victor Woodhouse

Seconded by Trevor Morrison

That the Regular Board meeting Minutes for Wednesday, June 18, 2025 be approved and adopted as presented.

Carried

4.2 Summer Strategic Operations Report

Motion 25-09-171

Moved by Victor Woodhouse

Seconded by Trevor Morrison

That the Summer Strategic Operations report be received as presented.

Carried

4.3 Second Quarter Library Statistics

A correction was made to new memberships for 2024 that was previously misreported in Quarter 1.

Motion 25-09-172

Moved by Neila Poscente

Seconded by Victor Woodhouse

That the Second Quarter Library Board Statistics be received as presented.

Carried

4.4 Second Quarter Financial Statement for 2025

Motion 25-09-173

Moved by Trevor Morrison

Seconded by Beth Stevenson

That the Second Quarter Financial Statements for 2025 be received as presented.

Carried

4.5 Bank Transfer

Motion 25-09-174

Moved by Kelly Broome

Seconded by Neila Poscente

That the Library Board directs the CEO to authorize the Town of Newmarket Treasurer to transfer the amount of \$22,180.55 from the Newmarket Public Library Band account to the Town of Newmarket Bank account.

Carried

5. Policies

5.1 Policy Review and Renewals

The Workplace Violence, Workplace Harassment and Health Safety policies were presented with no changes.

Housekeeping changes were made to update the Public Computer Access and Use Policy. The Customer Code of Conduct policy was updated to incorporate more inclusive language and definitions regarding unacceptable behaviours.

Motion 25-09-175

Moved by Beth Stevenson
Seconded by Rex Taylor

That the Library Board approve the Health and Safety, Workplace Violence, Workplace Harassment, Public Computer Access and Use, and Customer Code of Conduct policies as presented.

Carried

6. Reports

There were no reports.

7. Business Arising

7.1 2026 Budget

This item was deferred.

Motion 25-09-176

Moved by Rex Taylor
Seconded by Trevor Morrison

That item 7.1 2026 Budget be deferred to the next regularly scheduled meeting.

Carried

7.2 GenWell Civic Leadership Workshop

A Civic Leadership Workshop on how to build a more connected community presented by Genwell is being held at the Newmarket Library on November 5, 2025. The Library Board discussed the promotion of the upcoming event and what social service agencies who benefit from attending this workshop.

7.3 Library Board Action List

The Library Board reviewed the Action List.

Motion 25-09-177

Moved by Rex Taylor
Seconded by Kelly Broome

That the Library Board receive the Action List as presented.

Carried

8. New Business

8.1 Room rental request

A request from a room renter too serve alcohol at their event has been received. Board approval is required for this to be permitted. The Library Board declined the request and asked for the Room Rental policy be reviewed to remove the section in the policy regarding serving alcohol on library premises.

9. Closed Session

9.1 That the Library Board move into a Closed Session for matters relating to labour relations or employee negotiations. R.S.O.1990, Chapter 44, 16.4 (d)

Motion 25-09-178

Moved by Rex Taylor

Seconded by Victor Woodhouse

That the Library Board move into a Closed Session at 6:00 pm for matters relating to labour relations or employee negotiations. R.S.O.1990, Chapter 44, 16.4 (d)

Carried

Motion 25-09-179

Moved by Kelly Broome

Seconded by Beth Stevenson

That the Library Board move out of Closed Session at 6:40 pm

Carried

Motion 25-09-180

Moved by Kelly Broome

Seconded by Beth Stevenson

Motion arising from Closed Session:

That the Library Board receive the information regarding labour relations and confirm the direction that was reported.

Carried

10. Dates of Future Meetings

10.1 The next regular Board meeting will be move to Wednesday, October 22, 2025 at 5:30 pm, Library Board room

The Library Board are invited to attend the N6 Intellectual Freedom workshop on Saturday, October 25, 2025.

11. Adjournment

Motion 25-09-181

Moved by Kelly Broome

Seconded by Rex Taylor

That there being no further business the meeting adjourn at 6:45 pm.

Carried

Darryl Gray, Chair

Tracy Munusami, Secretary/Treasurer