



Newmarket Public Library Board  
Regular Board Meeting  
Wednesday, September 18, 2013  
Newmarket Public Library Board Room

- Present:** Joan Stonehocker - Chair  
Tara Brown  
Michael Castro  
John Taylor
- Staff Present:** Todd Kyle, CEO  
Linda Peppiatt, Deputy CEO  
Lianne Bond, Administrative Coordinator
- Regrets:** Tom Vegh – Vice Chair  
Tom Hempen  
Wes Playter

The Chair called the meeting to order at 5:20 p.m.

**1. ADOPTION OF AGENDA ITEMS:**

- i) Adoption of Regular Agenda
- ii) Adoption of the Closed Session Agenda
- iii) Adoption of Consent Agenda items

The Chair asked if there were any additions to the agenda.

***Motion 13.09250***

**MOVED BY JOHN TAYLOR  
SECONDED BY MICHAEL CASTRO**

THAT Agendas i) to iii) be adopted as presented.

**CARRIED**

**2. DECLARATIONS**

None were declared.

**3. CONSENT AGENDA ITEMS:**

- i) Adoption of the Regular Board Meeting Minutes for Wednesday, June 19, 2013
- ii) Adoption of the Closed Session meeting Minutes for Wednesday, June 19, 2013
- iii) Strategic Operations Report for June, July and August 2013
- iv) Library Statistical Data
- v) Monthly Bank Transfer

*Motion 13.09.251*

MOVED BY MICHAEL CASTRO  
SECONDED BY JOHN TAYLOR

THAT Consent Agenda Items i) to v) be received as presented.

CARRIED

4. MOTION TO CONVENE INTO A CLOSED SESSION

There were no closed session items.

5. POLICIES

An updated Policy Review Schedule was provided to the Board. The Board reviewed the following policies:

- i) Dress Code Policy
- ii) Health and Safety Policy
- iii) Volunteer Services Policy
- iv) Records Retention Policy

The Board recommended changes to the Health and Safety Policy and Volunteer Policy.

*Motion 13.09.252*

MOVED BY JOHN TAYLOR  
SECONDED BY TARA BROWN

THAT the Library Board approve the Dress Code Policy and Records Retention Policy as presented, and Health and Safety Policy and Policy on the Use of Volunteers as amended;

AND THAT the Library Board receive the updated Policy Review Schedule.

CARRIED

6. REPORTS

- i) Second Quarter Financial Statements

The CEO reported that the Library is on target to be on or under budget for 2013.

*Motion 13.09.253*

MOVED BY JOHN TAYLOR  
SECONDED BY MICHAEL CASTRO

THAT the Library Board received the Second Quarter Financial Statements as presented.

CARRIED

- ii) NPL-TON Joint Task Force (JTF) Committee

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  - a) NPL-TON (Community Services) Joint Report 2013-18 – Correspondence

Correspondence was received from the Town of Newmarket's Manager, Special Projects/Customer Service clarifying the NPL-TON (Community Services) Joint Report 2013-18 from the Service Review Steering Committee regarding the intent reported under the Business Plan and Strategic Plan Linkages section

***Motion 13.09.254***

**MOVED BY JOHN TAYLOR  
SECONDED BY MICHAEL CASTRO**

**THAT** the Library Board receive correspondence from Town of Newmarket Manager, Special Projects/Customer Service clarifying the NPL-TON (Community Services) Joint Report 2013-18 from the Service Review Steering Committee regarding the intent reported under the Business Plan and Strategic Plan Linkages section.

**CARRIED**

**7. BUSINESS ARISING**

- i) 2014 Draft Operating Budget

The CEO advised the Library Board of some minor adjustments to 2014 Draft Operating Budget submission that the Town of Newmarket Finance Department recommended due to issues that were unforeseen when the draft was prepared.

***Motion 13.09.255***

**MOVED BY JOHN TAYLOR  
SECONDED BY TARA BROWN**

**THAT** the Board approve the adjustments to the 2014 Operating Budget submission as presented.

**CARRIED**

- ii) Action List

The Board reviewed the Action List.

**8. NEW BUSINESS**

- i) Library Ambassador Campaign

The CEO will bring back information regarding beginning a Library Ambassador Campaign to promote the new Strategic Plan which is part of the 2013 Business Plan. This item will be added to the Library Board Action List.

- ii) Update on Strategic Plan Activities – IdeaMarket

The CEO updated the Library Board on the progress in Library programs to ignite community dialogues, discovery and debate through the launch of the IdeaMarket. The Library Board held a discussion regarding the parameters that should be set regarding the programming of the discovery and debate events to ensure that the Library maintains control over program content and invitees. The Board would like to see the formation of a Community Advisory Committee to vet the topics and run the events.

9. **DATE(S) OF FUTURE MEETINGS**

The next regular Library Board meeting will be Wednesday, October 23, 2013 at 5:30 pm in the Library Board room

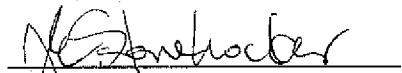
10. **ADJOURNMENT**


*Motion 13.09.256*

**MOVED BY MICHAEL CASTRO  
SECONDED BY JOHN TAYLOR**

**THAT** there being no further business the meeting adjourned at 6:45 p.m.

**CARRIED**

  
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Joan Stonehocker  
Chair

  
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Todd Kyle, CEO  
Secretary/Treasurer