



438 Park Avenue
Newmarket, Ontario L3Y 1W1

Email: npl@newmarketpl.ca

Website: newmarketpl.ca

Phone: 905-953-5110

Newmarket Public Library Board

Regular Board Meeting Minutes

Wednesday, September 12, 2018
Newmarket Public Library Board Room

Present: Joan Stonehocker, Chair
Tara Brown, Vice Chair
Kelly Broome
Darcy McNeill
Jane Twinney

Absent: Venkatesh Rajaraman
Tom Vegh

Staff Present: Todd Kyle, CEO
Linda Peppiatt, Deputy CEO
Lianne Bond, Administrative Coordinator

The Chair called the meeting to order at 5:35 pm

Adoption of Agenda Items

1. Adoption of the Regular Agenda
2. Adoption of the Closed Session Agenda
3. Adoption of the Consent Agenda Items

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

Motion 18.09.300

Moved by Kelly Broome

Seconded by Tara Brown

That Agenda items 1) to 3) be adopted as presented.

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, June 20, 2018
5. Strategic Operations Report for June, July and August, 2018
6. Second Quarter Library Statistical Data
7. Monthly Bank Transfer

Motion 18.09.301

Moved by Darcy McNeill

Seconded by Tara Brown

That Consent Agenda items 4) be received as amended and items 5) to 7) be received and approved as presented.

Carried

Policies

8. Health and Safety Policies
 - i. Health and Safety Policy
 - ii. Workplace Violence Policy
 - iii. Workplace Harassment Policy

As required by Legislation the Health and Safety Policy, and policies on Workplace Violence and Workplace Harassment were review.

Motion 18.09.302

Moved by Jane Twinney

Seconded by Kelly Broome

That the Board approve the Health and Safety Policy, Workplace Violence Policy and Workplace Harassment Policy without change.

Carried

Reports

9. 2018 Second Quarter Financial Statement

The Library continues to be on target for the second quarter of 2018 in both expenditures and revenue.

Motion 18.09.303

Moved by Tara Brown

Seconded by Darcy McNeill

That the Library Board receive the Second Quarter Financial Statement as presented.

Carried

10. 2014 – 2018 Library Board Legacy Document

The Library Board review the Library Board Legacy Document drafted by the C.E.O. The Board agreed that the legacy document would be very helpful for the new Library Board.

Motion 18.09.304

Moved by Darcy McNeill

Seconded by Tara Brown

That the Library Board receive the report on 2017 – 2018 Library Board Legacy Document:

And That this Report be shared with the new Board once it is appointed.

Carried

Business Arising

11. 2019 Capital and Operating Budget

Highlights of the 2019 Capital and Operating Budget submissions were reviewed by the Library Board.

Motion 18.09.305

Moved by Tara Brown

Seconded by Darcy McNeill

That the Library Board approve draft 2019 Operating and Capital Budgets for submission to the Town of Newmarket Council.

Carried

12. Library Board Action List

The Library Board reviewed the Action list.

Motion 18.09.306

Moved by Tara Brown

Seconded by Kelly Broome

That the Library Board receive the Action List as presented.

Carried

New Business

13. Library Card Membership Renewal Period

The Library Board discussed the policies of other libraries regarding when the Library memberships comes up for renewal. The Board requested an additional line item be added to the quarterly statistics data report that report on card due for renewal versus the number of renewals.

Closed Session

There were no Closed Session items.

Dates of Future Meetings

The next Regular Library Board meeting will be Wednesday, October 10, 2018 at 5:30 pm in the Library Board room.

Adjournment

Motion 18.09.308

Moved by Jane Twinney

Seconded by Darcy McNeill

That there being no further business the meeting adjourn at 6:15 pm.

Carried

Joan Stonehocker, Chair

Todd Kyle, Secretary/Treasurer