



Newmarket Public Library Board

Minutes

Date: Wednesday, March 20, 2024
Time: 5:30 PM
Location: Newmarket Public Library Boardroom
Newmarket Public Library
438 Park Avenue
Newmarket ON L3Y 1W1

Members Present: Darryl Gray, Chair
Victor Woodhouse
Trevor Morrison
Neila Poscente
Beth Stevenson

Members Absent: Kelly Broome, Vice Chair
Rex Taylor

Staff Present: Tracy Munusami, CEO
Lianne Bond, Administrative Coordinator
Jennifer Leveridge, Manager, Library Services
Biagio Rachiele, Manager, Library Operations

Guests: Daniela Barreto, Evening end Weekends Consulting
Chris Wilson, Evenings and Weekends Consulting

1. Call to Order

The Chair called the meeting to order at 5:38 pm.

2. Presentation - Services and Programming Needs Study Recommendations

The Consultants presented their findings from the Services and Programming Needs study with the Library Board. The study includes programming and services recommendation which outline ways Newmarket Library can better

serve its community by providing programming that speaks to the needs of various populations living in Newmarket.

Motion 24-03-83

Moved by Victor Woodhouse

Seconded by Trevor Morrison

That the Library Board received the presentation on Services and Programming Needs Study Recommendations.

Carried

3. Adoption of Agenda Items

3.1 Adoption of the Regular Agenda

3.2 Adoption of the Closed Session Agenda

3.3 Adoption of the Consent Agenda Items

Motion 24-03-84

That items 3.1 to 3.3 be adopted as presented

4. Declarations

None were declared.

5. Consent Agenda Items

5.1 Adoption of the regular Library Board meeting minutes for Wednesday, February 21, 2024

5.2 Strategic Operations Report for February, 2024

Motion 24-03-85

Moved by Beth Stevenson

Seconded by Trevor Morrison

That items 5.1 and 5.2 be approved and adopted as presented.

Carried

6. Policies

6.1 Recruitment and Selection Policy

The Recruitment and Selection Policy has been updated to align with the Employment Standards Act of Ontario, Ontario Human Rights code and Library Strategic direction.

6.2 Mileage Allowance, Licence and Auto Insurance Policy

A Mileage Allowance, Licence and Automobile Policy has been developed to ensure alignment guidelines to protect employees and minimize risk and liability to the Library. The Policy will replace Library Board L-01-03 which governed mileage rates.

Motion 24-03-86

Moved by Victor Woodhouse

Seconded by Beth Stevenson

That the Library Board approve the Recruitment and Selection Policy as presented;

And That the Library Board rescind Resolution L-01-03 which established the adoption of mileage rates to be those applied to the Town of Newmarket staff;

And That the Library Board, approved the Mileage, Allowance, Licence and Automobile Insurance Policy that adopts at minimum the Canada Revenue Agency's reasonable allowance rates, and which replaces Resolution L-01-03.

Carried

7. **Reports**

7.1 2023 Newmarket Library Report to the Community

The Library Board reviewed the draft 2023 Report to the Community and suggested some changes to the report. The CEO will be presenting the report to Town of Newmarket Council.

Motion 24-03-87

Moved by Trevor Morrison

Seconded by Victor Woodhouse

That the Library Board receive the Newmarket Library Report to the Community 2023 as amended.

Carried

8. Business Arising

8.1 Library Board Action List

The Library Board reviewed the Action List. Board members were asked to consider appointing a representative to participate on the Ontario Library Service Board Assembly.

Motion 24-03-88

Moved by Beth Stevenson

Seconded by Victor Woodhouse

That the Library Board receive the Action List as presented.

Carried

9. New Business

There was no new business.

10. Closed Session

10.1 Personal matters regarding an identifiable individual and Labour relations or employee negotiations per section (b); (d) of the Public Libraries Act R.S.O. 1990

Motion 24-03-89

Moved by Trevor Morrison

Seconded by Victor Woodhouse

That the Library Board move into Closed Session at 6:50 pm for personal matters regarding an identifiable individual and Labour relations or employee negotiations per section (b); (d) of the Public Libraries Act R.S.O. 1990.

Carried

Motion 24-03-90

Moved by Victor Woodhouse

Seconded by Beth Stevenson

That the Library Board move out of Closed Session at 7:15 pm.

Carried

Motion 24-03-91

Moved by Victor Woodhouse

Seconded by Beth Stevenson

Motions arising from Closed Session:

That the Library Board approve and adopt the Closed Session minutes for Wednesday, February 17, 2024;

And That the Library Board receive the report on non-union wages;

And That the Library Board receive the Operational Efficiencies Review: IT Integration;

And That the Library Board support integrating IT Services with the Town of Newmarket.

Carried

11. Dates of Future Meetings

The next regular Board meeting is scheduled for Wednesday, April 17, 2024 at 5:30 pm in the Library Board room.

12. Adjournment

Motion 24-03-92

Moved by Neila Poscente

Seconded by Trevor Morrison

That there being no further business the meeting adjourn at 7:17 pm.

Carried

Darryl Gray, Chair

Tracy Munusami, Secretary/Treasurer