



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF April 21, 2022

1 Members Present

M. Pyper, Chair
D. Carr, Vice-Chair
J. Mole, CEO
P. Monahan
A. Lacey, Councillor
S. MacLellan, Councillor

Staff Present

L. Jazwinski, Administrative Assistant

Regrets

N. Greening
C. Hall

The Chair called the meeting to order at 7:10 PM.

2 Confirmation of Agenda and Call to Order

The CEO reported to the Library Board some changes to the agenda to better streamline regular items under the CEO's report.

Motion: 2022-04-01

Moved: A. Lacey

Seconded: D. Carr

BE IT RESOLVED that the Agenda for the Meeting of Thursday 21 April 2022 be approved as distributed.

CARRIED

3 Disclosures of Conflict of Interest: There were no disclosures of Conflict of Interest at this meeting.



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4 Adoption of the Minutes of Previous Library Board Meeting of 17 March 2022

Motion: 2022-04-02
Moved: A. Lacey
Seconded: S. MacLellan

BE IT RESOLVED that the Minutes of the Previous Library Board Meeting of 17 March 2022 be approved as distributed.

CARRIED

5 Business arising from Minutes of Previous Board Meeting: There was no Business Arising from the Minutes of the Previous Board Meeting. It was suggested by the Chair of the Library Board to remove this item from the agenda as it is discussed under CEO Report under Action Items.

6 Determination of items to be held for discussion

Motion: 2022-04-03
Moved: M. Pyper
Seconded: D. Carr

BE IT RESOLVED that the following items from the Library Board Meeting Agenda dated Thursday 21 April 2022 be identified for separate discussion:

Items 7.a.b.c.d.e.f.g.h.i.j.k., 8., 10., and 11.

7 Adoption of Items not held for Discussion

Motion: 2022-04-04
Moved: M. Pyper
Seconded: S. McLellan

BE IT RESOLVED that all items on the Library Board Agenda dated Thursday 21 April 2022 with the exception of those items identified for separate discussion, be approved and the recommendation(s) therein be adopted.

CARRIED



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8 Financial Statements

- a) Financial Report for December Year-End and March 2022
- b) Cheque Register for March 2022
- c) Salaries and Benefits Summary for March 2022

Motion: 2022-04-05

Moved: A. Lacey

Seconded: D. Carr

BE IT RESOLVED that the Financial Reports, the Cheque Register and the Salaries and Benefits Summary for March be received.

CARRIED

9 Consideration of Reports/Correspondence/Information Items

a) CEO's Report

- i. Action Items - The CEO and the Library Board reviewed the items from the action list from March 2022.

b) Ongoing Strategic Planning Topics

- i. Banting Artifacts Agreement – The CEO reported to the Library Board the Banting Artifacts Agreement with the Library. The Board agreed the Agreement was good and covers any issues with both parties.
- ii. Tottenham Branch Grand Opening – The CEO reported the Library will have their Grand Opening during Community Week. The Library is looking at keychains to give out with our logo and CRIC'S engraved on the keychains. Also, a group picture of the Library Board will be taken to for the Grand Opening in June at the Tottenham branch for May's 2022. Councillor Lacey donated some lumber from a person who wanted to unload it, which can be used for the Makerspace Lab. The branch also received another donation of Cricut machines for the Makerspace Lab from the Seniors Group.



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We are still waiting for more information on the signage and the electrical and should be moving forward with the work before Community Week. The CEO will provide more information on the signage and the electrical work at the next board meeting.

- iii. Technology Plan – The CEO reported to the Library Board the CEO will be developing the Technology Plan soon and is part of our ongoing Strategic Plan items as reflected on the agenda. The CEO can provide the Board monthly progress reports.
 - iv. Friends of the Library – The CEO reported to the Library Board that the CEO will be developing the Friends of the Library soon and is part of our ongoing Strategic Plan items as reflected on the agenda. The CEO can provide the Board monthly progress reports.
 - v. New Alliston Branch – The CEO reported to the Library Board the presentation on the new Alliston branch from their Sub-Committee meeting. The presentation reflects the lessons learned from the Tottenham branch build and what we would like to see for a new Alliston branch. Some of the Board members visited other libraries for ideas for the new branch.
 - vi. Board Performance Review – The CEO reported the Library Board the Board Performance Review was moved under Ongoing Strategic Planning Topics. The Chair suggested under number 23 should be moved to CEO goal as he feels it was not a Board goal.
- c) Circulation, Program Attendance & Library Use Summary for March 2022 – The CEO reported the Library statistics for March 2022 are going well and programming numbers are going up with our in-person learning come back to the Library. We are seeing new users and user renewals and we are up and over compared to 2019 stats.
- d) Summary from Management Team Meetings March 2022 – The CEO presented to the Library Board a summary from the weekly management team meetings. March was a big month for Staff meetings and everything is going well with some of the meetings being in person.



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- e) Human Resources Reporting for March 2022 – The CEO reported on Human Resources; the Library is on track for completing Performance Reviews for April. The CEO mentioned to the Library Board we are going to hire eight Student Pages and will look to have them start in May 2022.
- f) Health & Safety – The CEO reported on the COVID Recovery Phased Plan for NTPL for March 2022 with feedback from staff about their comfort levels regarding removing some of the partitions in the branch. The feedback from staff is half and half. The partitions have remained at the circulation desk and some staff areas. We will reassess the situation once all the restrictions have been lifted in May.
- g) Branch Reports – The CEO reported to the Library Board the Branch reports for March 2022.
- h) Staff Reports – The CEO reported to the Library Board the Staff reports for March 2022
- i) Social Media Policy – The CEO reported to the Library Board the Social Media Policy. The Library Board suggested some minor changes and it to be brought back at the next meeting in May for approval.
- j) Physical Plant Policy – The CEO reported to the Library Board the Physical Plant Policy. The Library Board suggested some minor changes and it to be brought back at the next meeting in May for approval. The Library Board did approve Appendix 6 (Schedule of Fees, Fines, and Charges).

Motion: 2022-04-06
Moved: A. Lacey
Seconded: S. MacLellan

BE IT RESOLVED that the Appendix 6 (Schedule of Fees, Fines and Charges) for 21 April 2022 be received and the recommendations therein be approved.

CARRIED



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- k) Motions to Approve Items i & j – The CEO reported to the Library Board the motions for approval for this meeting under the CEO's Report dated 21 April 2022. The Library Board decided i & j be brought back for approval at the next meeting with minor suggestions from the Board to be incorporated into the policies.

The CEO reported on the Action Items, Ongoing Strategic Planning Topics, Circulation, Program Attendance & In-Library Use Summary, Summary from Management Team Meetings, Human Resources Reporting, Health & Safety, Branch Reports, Staff Reports, Social Media Policy, Physical Plant Policy & Appendix 6 and Motions to Approve i & j.

Motion: 2022-04-07

Moved: A. Lacey

Seconded: M. Pyper

BE IT RESOLVED that the CEO's Report for 21 April 2022 be received and the recommendations therein be approved.

CARRIED

10 Council Representatives Report

Town Council Update: Councilor Lacey and Councilor MacLellan reported to the Board there was nothing to report from the Town Council Meeting. It was decided going forward information would only be documented if it pertained to the Library.

Motion: 2022-04-08

Moved: A. Lacey

Seconded: D. Carr

BE IT RESOLVED that the Council Representatives' Report be received.

CARRIED



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11 Trustee Report

Town Council Update: The Library Board Chair reported going forward information would only be presented when he had an update. The Chair was questioning the contributions and benefits of OLS. The Trustees only meet twice a year and the next meeting is scheduled for November 2022.

Motion: 2022-04-09

Moved: A. Lacey

Seconded: D. Carr

BE IT RESOLVED that the Council Representatives' Report be received.

CARRIED

12 In Camera

- i. Award of Cleaning Contract

Motion: 2022-04-10

Moved: A. Lacey

Seconded: S. MacLellan

BE IT RESOLVED that the Library Board Meeting move In Camera to discuss the CEO's recommendation for the award of Cleaning Contract.

Motion: 2022-04-11

Moved: M. Pyper

Seconded: D. Carr

BE IT RESOLVED that the Library Board Rise to Report.

CARRIED

Motion: 2022-04-12

Moved: S. MacLellan

Seconded: A. Lacey

BE IT RESOLVED that the Library Board approve the award of the Cleaning Contract and that the confidential direction to the CEO be approved.

CARRIED



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13 Adjournment

Motion: 2022-04-13

Moved: D. Carr

Seconded: A. Lacey

BE IT RESOLVED that the Library Board Meeting adjourned at 8:50 PM.

CARRIED



M. Pyper, Chair



Jessica Mole, CEO