



# MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD  
FOR THE MEETING OF February 17, 2022

## 1 Members Present

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

### Staff Present

L. Jazwinski, Administrative Assistant

### Regrets

P. Monahan

The Chair called the meeting to order at 7:05 PM.

## 2 Confirmation of Agenda and Call to Order

**Motion:** 2022-02-01  
**Moved:** A. Lacey  
**Seconded:** S. MacLellan

**BE IT RESOLVED** that the Agenda for the Meeting of Thursday 17 February 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 20 January 2022

**Motion:** 2022-02-02

Moved: A. Lacey

Seconded: C. Hall

**BE IT RESOLVED** that the Minutes of the Previous Library Board Meeting of 20 January 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.

## 6 Determination of items to be held for discussion

**Motion:** 2022-02-03

Moved: C. Hall

Seconded: N. Greening

**BE IT RESOLVED** that the following items from the Library Board Meeting Agenda dated Thursday 17 February 2022 be identified for separate discussion:

**Items 8.a.b.c., 9.a. i, ii, iii, iv, v, vi, vii, viii, ix, and c.**

**CARRIED**

## 7 Adoption of Items not held for Discussion

**Motion:** 2022-02-04

Moved: S. MacLellan

Seconded: D. Carr

**BE IT RESOLVED** that all items on the Library Board Agenda dated Thursday 17 February 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 January 2022
- b) Cheque Register for January 2022
- c) Salaries and Benefits Summary for January 2022

**Motion:** 2022-02-05

**Moved:** C. Hall

**Seconded:** S. MacLellan

**BE IT RESOLVED** that the Financial Reports, the Cheque Register and the Salaries and Benefits Summary for January 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 January 2022.
- ii. Circulation, Program Attendance & Library Use Summary for January 2022 – The CEO reported the Library statistics for January 2022. We currently changed some of our stats for the New Year by removing curbside stats as the library has not been doing them for a while. We added a new stat for user renewals showing how many people have renewed their library membership in the month and our stats are doing well to where we were before COVID.
- iii. Summary from Management Team Meetings January 2022 – The CEO presented to the Library Board a summary from the weekly management team meetings.
- iv. Human Resources Reporting for January 2022 – The CEO reported on Human Resources; the Library is on track for completing Performance Reviews for January.



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- v. Health & Safety – The CEO reported on the COVID Recovery Phased Plan for NTPL for January 2022, which remains the same. The CEO mentioned the some minor maintenance work is being done on branches and the Town has fixed some minor issues. One issue that is currently in the works for sometime in the summer is renovating the Beeton washrooms to be wheelchair accessible and to follow AODA regulations.
- vi. Code of Conduct Review - The CEO reported to the Board for the Library change to the Code of Contact for Employees and Patrons. This was revised to provide clarification to staff especially relating to our S.H.I.F.T. residents. The policy is an amendment to the current Code of Conduct Policy and will take effect on February 18, 2022.

**Motion:** 2022-02-06

Moved: A. Lacey

Seconded: S. MacLellan

**BE IT RESOLVED** that the New Tecumseth Library Board receives the revised Code of Conduct Policy as amended 17 February 2022, and approved the motion as presented.

**CARRIED**

- vii. Alcohol and Drug Use Policy Review – The CEO reported to the Library Board an amendment to the Alcohol and Drug Use Policy to take effect on February 18, 2022.

**Motion:** 2022-02-07

Moved: M. Pyper

Seconded: N. Greening

**BE IT RESOLVED** that the Library Board receives the revised Alcohol and Drug Use Policy as amended 17 February 2022, and approved the motion as presented.

**CARRIED**





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- viii. Municipal Contracts – The CEO reported to the Library Board the Municipal Contracts for 2022.

**Motion:** 2022-02-08  
**Moved:** N. Greening  
**Seconded:** C. Hall

**BE IT RESOLVED** that the New Tecumseth Public Library Board authorizes the CEO and the Chair of the New Tecumseth Public Library Board to sign the Contracting Municipal Agreements for 2022.

**CARRIED**

- ix. Motions for Board Approval – The CEO reported to the Library Board the motions for approval for this meeting under the CEO's Report dated 17 February 2022.

The CEO reported on the Action Items, Circulation, Program Attendance & In-Library Use Summary, Summary from Management Team Meetings, Human Resources Reporting, Health & Safety, Code of Conduct Review, Alcohol and Drug Use Policy Review, Renewal of Municipal Contracts 2022, and Motions for Board Approval.

**Motion:** 2022-02-09  
**Moved:** A. Lacey  
**Seconded:** S. MacLellan

**BE IT RESOLVED** that the CEO's Report for 17 February 2022 be received and the recommendations therein be approved.

**CARRIED**

## c) Council Representatives' Report

Town Council Update: Councillor Lacey and Councillor MacLellan reported to the Board that the Town of New Tecumseth the BTIA requesting the boundary expansion of their levy has been ratified and approved. The expansion levy is covering most of Tottenham. A motion was passed in Council to not entertain any more municipal zoning order requests until the county NCR is done and



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passed through the province. The Environmental Committee is investigating to expand the rain barrel program and to show up at event to create awareness of the program. Two of the parks in the Town are being named with one behind the NTRC after our Olympic Soccer Gold Medalist Deane Rose. The Heritage Committee is exploring the restoration of the Banting Homestead dairy farm. Community Week is a go for this year as well as some of our other events like Blue Grass Festival and Potato Festival.

**Motion:** 2022-02-10  
**Moved:** S. MacLellan  
**Seconded:** N. Greening

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

**CARRIED**

## 12 Adjournment

**Motion:** 2022-02-12  
**Moved:** M. Pyper  
**Seconded:** A. Lacey

**BE IT RESOLVED** that the Library Board Meeting adjourned at 8:17 PM.

**CARRIED**

  
M. Pyper, Chair

  
Jessica Mole, CEO