



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF March 16, 2023

1 Members Present

M. Pyper, New Chair
D. Carr, New Vice-Chair
J. Mole, CEO
C. Hall
J.A. Henry
W. Gabrek, Councillor
C. McMillan

Staff Present

L. Jazwinski, Administrative Assistant

Regrets

S. MacLellan, Deputy Mayor

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

2 Confirmation of Agenda and Call to Order

The CEO and the Vice-Chair have two items to add to the agenda under Information Items / Correspondence for Truth and Reconciliation – September 30th and Future Meeting Board Meeting Dates will be covered under number #5. The Vice-Chair mentioned to remove item #1 and #5 from the agenda as were discussed at the previous meeting in February.

Motion: 2023-03-01

Moved: D. Carr

Seconded: W. Gabrek

BE IT RESOLVED that the Agenda for the Meeting of Thursday 16 March 2023 be approved as amended.

CARRIED

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



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF March 16, 2023

4 Adoption of the Minutes of Previous Library Board Meeting of 16 February 2023

Motion: 2023-03-02

Moved: W. Gabrek

Seconded: C. Hall

BE IT RESOLVED that the Minutes of the Previous Library Board Meeting of 16 February 2023 be approved as presented.

CARRIED

5 Rescheduling of Library Board Meeting for 2023 - The Library Board Chair reported to the Board whether the meetings for 2023 could move from Thursdays to a different day of the week. The Vice Chair has a conflict with the scheduled meeting dates for 2023 and would be absent for a few of the meetings. The Board agreed to move the meetings to the 4th week of the month on Wednesdays.

Motion: 2023-03-03

Moved: W. Gabrek

Seconded: C. Hall

BE IT RESOLVED that the Rescheduling of Library Board Meetings for 2023 as of 16 March 2023 be approved as presented.

CARRIED

6 Financial Statements

- a) Financial Report for February 2023
- b) Cheque Register for February 2023
- c) Purchasing Card Report for January 2023
- d) Salaries and Benefits Summary for February 2023

Motion: 2023-03-04

Moved: D. Carr

Seconded: M. Pyper

BE IT RESOLVED that the Financial Reports, the Cheque Register, Purchasing Card Report for January 2023 and the Salaries and Benefits Summary for February 2023 be received.

CARRIED



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF March 16, 2023

7 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 February 2023.

Appointment Policy Subcommittee: The CEO presented to the Library Board a motion to create a Subcommittee of Board Members to review NTPL Policies. The subcommittee would consist of the Chair, CEO and the Board members reviewing each section and will be discussed at the next meeting in April.

Motion: 2023-03-05

Moved: W. Gabrek

Seconded: C. McMillan

BE IT RESOLVED that the New Tecumseth Library Board receives the motion dated 16 March 2023, and approves the motion as noted.

CARRIED

b) Ongoing Strategic Planning Topics

- i. Technology Plan – The CEO reported to the Library Board she would begin work on the technology plan to be implemented at all three branches once the equipment and software is being provided by the new Simcoe Digital Library Services is rolled out to all the libraries. The rollout of the software and new equipment will be completed this year.
- ii. Friends of the Library – The CEO reported to the Library Board we are having another information and signup session at the Alliston branch on April 4th, which is Library Giving Day that is part of the Libraries Better World campaign. We will be giving out Free Swag Bags for those who sign up to become a Friend. We will plan our first official Friends of the Library meeting once we have enough members and we can continue to accept applications after the information session.



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF March 16, 2023

- iii. New Alliston Branch – The CEO reported to the Library Board she is still working on a proposal for the Town & Economic Development Officer, to highlight a need for a new branch with more square footage than originally decided. Next steps will happen once the 2022 Annual Survey has been submitted which will be in early spring.

Appointment New Alliston Branch Subcommittee: The CEO presented to the Library Board a motion to create a Subcommittee of Board Members to review the progress of the new Alliston Branch. The Library Board agrees to delay the appointment of a subcommittee when we have future meeting date for the planning of the new branch.

- iv. Future Board Initial Goals/CEO Goals – The CEO reported to the Library Board there are no new updates to report for this month and will look at Board goals with the new Board going forward. Some goals to look at next year is Alliston Branch, Programs, Friends of the Library and Partnerships.
- c) **Circulation, Program Attendance & Library Use Summary for February 2023** – The CEO reported to the Library Board the statistics for February 2023, and our stats are still going well and programming numbers are increasing with more patrons visiting the Library.
 - d) **Summary from Management Team Meetings February 2023** – The CEO presented to the Library Board a summary from the weekly management team meetings from February 2023. We did have our first Inclusion and Diversity Committee meeting and it was well received with committee members eager to share ideas for NTPL going forward.
 - e) **Human Resources Reporting for February 2023** – The CEO reported on Human Resources; the Library is on track for completing Performance Reviews for February 2023.
 - f) **Branch Reports** – The CEO reported to the Library Board the Branch reports for February 2023. The Alliston branch received a donation for a Merlin LCD 22" Reading Machine from a patron, in memory from his mother. A donation plaque has been placed on the front of the machine to honour his mother as a thank you. The reader is highly accessible, sporting multiple display modes for various reading and visual needs.



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF March 16, 2023

- g) **Staff Reports** – The CEO reported to the Library Board the Staff reports for February 2023.
- h) **Simcoe Digital Library Services Update** – The CEO reported to the Library Board there was nothing new to update on the current happenings within the new Simcoe Digital Library Service.
- i) **Revised Physical Plant Policy & Facility Rental Agreement** – The CEO reported to the Library Board an update on the revised Physical Plant Policy & Facility Rental Agreement where there is minor changes to the wording and more consistency with all three branches highlighted in the Policy. The Library Board has some minor changes to the policy to incorporate at the direction of the CEO.

Motion: 2023-03-06

Moved: D. Carr

Seconded: J.A. Henry

BE IT RESOLVED that the New Tecumseth Library Board approves the Revised Physical Policy and Rental Agreement Form as of 16 March 2023 as amended at the direction of the CEO.

CARRIED

- j) **Revised Employee Vacation Policy** – The CEO reported to the Library Board the Revised Employee Vacation Policy for Approval. The revised policy for permanent part-time employees is the vacation entitlement changed to reflect what is in the Collective Agreement for Full-time employees. The policy is to recognize equitable vacation practices amongst all employees for full-time and part-time employees in accordance with the Collective Agreement and the Employment Standards Act.

Motion: 2023-03-07

Moved: W. Gabrek

Seconded: M. Pyper

BE IT RESOLVED that the New Tecumseth Library Board approves the Revised Employee Vacation Policy as of 16 March 2023 as presented.

CARRIED



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF March 16, 2023

- k) **Municipal Contracts 2023** – The CEO reported to the Library Board that the Municipal Contracts for 2023 will be presented at the next meeting in April. The CEO is waiting for the final numbers, which are delayed due to the migration of the ILS system with Simcoe Digital Services.
- l) **Truth and Reconciliation Day** – The CEO reported to the Library Board some discussion among the staff regarding the decision to keep the Library branches open on September 30th. The Board requested the CEO to research additional information and report back at the next meeting.
- m) **Motions to Approve Items** – The CEO reported to the Library Board the motions for approval under the CEO's Report dated 16 March 2023.

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, Simcoe Digital Library Service Updates, Physical Plant Policy & Facility Rental Agreement, Employee Vacation Policy, and Municipal Contracts 2023 and Motions for Board Approval.

Motion: 2023-03-08
Moved: M. Pyper
Seconded: D. Carr

BE IT RESOLVED that the CEO's Report for 16 March 2023 be received and the recommendations therein be approved.

CARRIED

8 Council Representatives Report

Town Council Update: Councilor Gabrek provided a Town Council update to the Library Board Members that the 2023 Budget was passed. She would also like to bring future discussion points regarding the Library to Council meetings. There are no other updates to report on regarding Library.



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF March 16, 2023

Motion: 2023-03-09

Moved: M. Pyper

Seconded: C. Hall

BE IT RESOLVED that the Council Representative Report for 16 March 2023 be received as presented.

CARRIED

10 Adjournment

Motion: 2023-03-10

Moved: M. Pyper


Seconded: C. Hall

BE IT RESOLVED that the Library Board Meeting adjourned at 8:40 PM.

CARRIED



M. Pyper, Chair



Jessica Mole, CEO