



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF May 24, 2023

1 Members Present

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

Staff Present

L. Jazwinski, Administrative Assistant

Guests

G. Ventrcek, CPA, CA, BDO Canada LLP
P. Thorne – Town of New Tecumseth, Finance Department
R. Naraine – Town of New Tecumseth, Finance Department

Regrets

W. Gabrek, Councillor
S. MacLellan, Deputy Mayor

The Chair called the meeting to order at 7:00 PM.

2 Confirmation of Agenda and Call to Order

Motion: 2023-05-01

Moved: D. Carr

Seconded: M. Pyper

BE IT RESOLVED that the Agenda for the Meeting of Thursday 24 May 2023 be approved as presented.

CARRIED



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF May 24, 2023

3 **Presentation from G. Ventrcek, Manager, BDO Canada LLP and Financial Statements for Year-End for December for 2022**

G. Ventrcek presented to the Board the Draft Audit Financial Statements for Year-End for December 2022. R. Naraine and P. Thorne from the Town of New Tecumseth were present for any questions regarding the Audit from the Town's responsibility of the Library's finances.

Motion to Authorize the Signing of the Audited Financial Statement for the Fiscal Period of 2022.

Motion: 2023-05-02

Moved: D. Carr

Seconded: C. Hall

BE IT RESOLVED that the New Tecumseth Public Library Board authorize a Library Board Member and the Chair of the New Tecumseth Public Library Board to sign the approved Audited Financial Statement for the Fiscal Period of 2022. The Audit is approved on May 24, 2023.

CARRIED

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

5 **Adoption of the Minutes of Previous Library Board Meeting 26 April 2023**

Motion: 2023-05-03

Moved: C. Hall

Seconded: C. MacMillan

BE IT RESOLVED that the Minutes of the Previous Library Board Meeting of 26 April 2023 be approved as presented/amended.

CARRIED



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF May 24, 2023

6 Financial Statements

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

Motion: 2023-05-04

Moved: J.A. Henry

Seconded: D. Carr

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

CARRIED

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 April 2023.

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 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 had our first official meeting held on May 18th at 7:00pm in the Alliston branch. We do need an official Library Board member to be on the Friends of the Library to come as a liaison. Discussion for some of the Board members to rotate on attending the meetings as a liaison. Friends will be at the Honey Fest in Beeton to promote the library and the Friends.



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD

FOR THE MEETING OF May 24, 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. The CEO attended the Town Long Term Planning today and asked about the new Alliston branch, which is currently scheduled for 2031. The CEO will be meeting with the Planning and Engineering department to discuss options for land which will take place in June. The CEO will provide more information at the next meeting in June.
- iv. Future Board Initial Goals/CEO Goals – The CEO reported to the Library Board there are no new updates for this month except the completion of the Friends of Library Strategic Plan item.
- c) **Circulation, Program Attendance & Library Use Summary for April 2023** – The CEO reported to the Library Board the statistics for April 2023. Our stats are going well and programming numbers are still increasing with more patrons visiting the library.
- d) **Summary from Management Team Meetings April 2023** – The CEO presented to the Library Board a summary from the weekly management team meetings from April 2023. The CEO reported the renovations at the Beeton branch will be completed in June so we could have our next board meeting in Beeton.
- e) **Human Resources Reporting for April 2023** – The CEO reported on Human Resources; the Library is on track for completing Performance Reviews for April 2023.
- f) **Branch Reports** – The CEO reported to the Library Board the Branch reports for April 2023. The Alliston branch had a new event in April which was put on by Councillor C. Rapin a board game gateway day for people to come in and be taught strategic board games. Some games were donated to the library because of this event.
- g) **Staff Reports** – The CEO reported to the Library Board the Staff reports for April 2023.



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF May 24, 2023

- h) **Day of Truth and Reconciliation Report** – The CEO reported to the Library Board the Day of Truth and Reconciliation report which provides recommendations or guidance on how NTPL would observe September 30th for Truth and Reconciliation. The report covers the various recommendations and some good information we can consider for NTPL the recognizing September 30th.
- i) **Retention Schedule Policy** – The CEO reported to the Library Board the Retention Schedule Policy and Appendix. The policy is to recognize the importance of organizing and retaining business and personal records according to standards that ensure ease of retrieval while maintaining appropriate levels and confidentiality. It adheres to provincial and federal legislation.

Motion: 2023-05-05

Moved: C. MacMillan

Seconded: M. Pyper

BE IT RESOLVED that the New Tecumseth Library Board approves the Retention Schedule Policy and Appendix as presented dated 24 May 2023.

CARRIED

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, Branch Reports, Staff Reports, Day of Truth & Reconciliation Report, and Retention Schedule Report.

Motion: 2023-05-06

Moved: J.A. Henry

Seconded: D. Carr

BE IT RESOLVED that the CEO's Report for 24 May 2023 be received and the recommendations therein be approved.

CARRIED



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF May 24, 2023

8 Council Representatives Report

Town Council Update: Deputy Mayor, S. MacLellan and Councillor W. Gabrek were absent so there were no Town Council updates reported to the Library Board Members.

9 Information Items/Correspondence

Drag Queen Story Time Report & Letter Update: The CEO provide an update to the Library Board Members the letters and update about the Drag Queen Story Time that was held at the library.

Motion: 2023-05-08

Moved: C. Hall

Seconded: M. Pyper

BE IT RESOLVED that the Information Items/Correspondence for 24 May 2023 be received as presented.

CARRIED

10 Adjournment

Motion: 2023-05-09


Moved: C. Hall

Seconded: M. Pyper

BE IT RESOLVED that the Library Board Meeting adjourned at 8:49 PM.

CARRIED


M. Pyper, Chair


Jessica Mole, CEO