



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF October 25, 2023

1 Members Present

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

Staff Present

L. Jazwinski, Administrative Assistant

Regrets

None

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

2 Confirmation of Agenda and Call to Order

Motion: 2023-10-01
Moved: S. MacLellan
Seconded: W. Gabrek

BE IT RESOLVED that the Agenda for the Meeting of Thursday 25 October 2023 be approved as presented.

CARRIED

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

4 Adoption of the Minutes of Previous Library Board Meeting 27 September 2023

Motion: 2023-10-02
Moved: C. Hall
Seconded: J.A. Henry



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BE IT RESOLVED that the Minutes of the Previous Library Board Meeting of 27 September 2023 be approved as amended.

CARRIED

5 Financial Statements

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

Motion: 2023-10-03

Moved: D. Carr

Seconded: M. Pyper

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

CARRIED

6 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 September 2023.

b. Ongoing Strategic Planning Topics

- i. Strategic Plan & Library Board Policies - The Library Board and the CEO reviewed the Foundational and Governance sections of New Tecumseth Public Library policies. The Strategic Plan will be brought to the Library Board meeting in November 2023.
- ii. 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 which we will be moving from Google to Microsoft provided by the new Simcoe Digital Library Services is rolled out to all the libraries.
- iii. New Alliston Branch – The CEO reported to the Library Board she will be starting a needs assessment for the new branch when we form the Subcommittee. We will send out a call for a New Branch Subcommittee



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of Board members at today's Library Board meeting to start the process for the needs assessment for ideas.

- iv. Future Board Initial Goals/CEO Goals – The CEO reported to the Library Board there are no new updates for this month.
- c. **Circulation, Program Attendance & Library Use Summary for September 2023** – The CEO reported to the Library Board the statistics for September 2023. Our stats are still doing well, and our programming numbers are very close to being caught up with our stats a 1000 from the numbers in 2019.
- d. **Summary from Management Team Meetings September 2023** – The CEO presented to the Library Board a summary from the weekly management team meetings from September 2023.
- e. **Human Resources Reporting for September 2023** – The CEO reported on Human Resources; the Library is on track for completing Performance Reviews for September 2023.
- f. **Branch Reports** – The CEO reported to the Library Board the Branch reports for September 2023.
- g. **Staff Reports** – The CEO reported to the Library Board the Staff reports for September 2023.
- h. **NTPL Policy Reviews** – The CEO reported to the Library Board the Library Policies for review and approval based on the feedback from the Library Board.

Vision, Mission, and Values Statements Policy – The CEO reported to the Library Board the Vision, Mission, and Values Statements Policy for approval.

Motion: 2023-10-04
Moved: W. Gabrek
Seconded: D. Carr

BE IT RESOLVED that the New Tecumseth Library Board approves the Vision, Mission and Values Statements Policy dated 25 October 2023 as presented.

CARRIED



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Patron Code of Conduct Policy – The CEO reported to the Library Board the Patron Code of Conduct Policy for approval.

Motion: 2023-10-05

Moved: D. Carr

Seconded: W. Gabrek

BE IT RESOLVED that the New Tecumseth Library Board approves the Patron Code of Conduct Policy dated 25 October 2023 as a.

CARRIED

- i. **Report on Issues in the Alliston Branch** – The CEO reported to the Library Board the Library Policies the ongoing issues that the Alliston Branch has been having regarding patrons who are unhoused using the library regularly and comments that have been received by other patrons in response to this issue. A meeting with the Town of New Tecumseth Deputy Mayor, MacLellan, and Councillor Rapin was had to discuss the issues and solutions the branch is having with the unhoused patrons. A roundtable discussion will be implemented consisting of NTPL management and staff, Town employees, Councillors, OPP officers, SHIFT workers, the ABIA, and patrons who are unhoused known by Councillor Rapin to have fulsome discussions on concrete next steps the Town can take to address the issue of NTPL being the only place some people who are unhoused seem to be able to go to daily. The Deputy Mayor will meet with the CAO to discuss the formation of the roundtable for a discussion on the matter. Will have more information later when the Roundtable has been formed.

- j. **Motion for Non-Union Staff to Recognize September 30th as a Stat Holiday** – The CEO reported to the Library Board a motion for non-union staff to have the same consideration for September 30th as unionized staff for approval.

Motion: 2023-10-06

Moved: W. Gabrek

Seconded: D. Carr

BE IT RESOLVED that the New Tecumseth Library Board does not approve the motion for Non-Union Staff to Recognize September 30th as a Stat Holiday dated 25 October 2023 as presented.

CARRIED



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- k. **Motion to form a Committee of the Board to plane the New Alliston Branch** – The CEO reported to the Library Board a motion to put forward for three or four Library Board members to form a committee for the New Alliston Memorial Branch for Approval. The first meeting will be held January 16, 2024, at 6:30pm and going forward they will be bi-monthly scheduled before the Library Board meetings.

Motion: 2023-10-07

Moved: W. Gabrek

Seconded: D. Carr

BE IT RESOLVED that the New Tecumseth Library Board approves to form a Committee for the New Alliston Memorial Branch, that shall be made up of members D. Carr, M. Pyper, C. McMillan and J.A. Henry, dated 25 October 2023 as presented.

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, NTPL Policy Reviews, Report on Issues in the Alliston Branch and Motions for Board Approval.

Motion: 2023-10-08

Moved: M. Pyper

Seconded: J.A. Henry

BE IT RESOLVED that the CEO's Report for 25 October 2023 be received and the recommendations therein be approved.

CARRIED

8 Friends of the Library

Friends Update: The CEO Reported to the Library Board updates on the Friends of Library. The Friends have launched a raffle during Public Library Week with prizes that can be customized in the CRIC IdeaLab. Tickets are \$5.00 each and the draw will end on December 21st. The next meeting is scheduled for Thursday, November 16, 2023, in Alliston.



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9 Council Representatives Report

Town Council Update: Deputy Mayor, S. MacLellan, and Councillor W. Gabrek provided Town Council updates reported to the Library Board Members.

Motion: 2023-10-09

Moved: C. Hall

Seconded: J.A. Henry

BE IT RESOLVED that the Council Representatives Report for 25 October 2023 be received.

CARRIED

10 Information Items/Correspondence

Information Items/Correspondence: The CEO Reported to the Library Board information for the OLS Board Assembly meetings for November 15th, 2023.

12 Adjournment

Motion: 2023-10-10

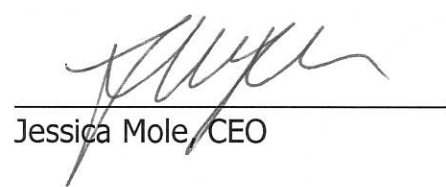
Moved: M. Pyper

Seconded: C. Hall

BE IT RESOLVED that the Library Board Meeting adjourned at 8:25 PM.

CARRIED


M. Pyper, Chair


Jessica Mole, CEO