



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF September 27, 2023

1 Members Present

M. Pyper, Chair
J. Mole, CEO
W. Gabrek, Councillor
J.A. Henry
C. McMillan
S. MacLellan, Deputy Mayor

Staff Present

L. Jazwinski, Administrative Assistant

Regrets

D. Carr, Vice-Chair
C. Hall

The Chair called the meeting to order at 6:05 PM.

2 Confirmation of Agenda and Call to Order

Motion: 2023-09-01

Moved: W. Gabrek

Seconded: M. Pyper

BE IT RESOLVED that the Agenda for the Meeting of Thursday 27 September 2023 be approved as presented.

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 September 27, 2023

4 Adoption of the Minutes of Previous Library Board Meeting 28 June 2023

Motion: 2023-09-02

Moved: S. MacLellan

Seconded: J.A. Henry

BE IT RESOLVED that the Minutes of the Previous Library Board Meeting of 28 June 2023 be approved as amended.

CARRIED

5 Financial Statements

a) **Financial Report for June – August 2023**

b) **Cheque Register for June – August 2023**

c) **Purchasing Card Report for May – July 2023**

d) **Salaries and Benefits Summary for June – August 2023**

Motion: 2023-09-03

Moved: J.A. Henry

Seconded: W. Gabrek

BE IT RESOLVED that the Financial Reports June to August, the Cheque Register June to August, Purchasing Card Report May to July and the Salaries and Benefits Summary for May and August 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 June – August 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.
- ii. Technology Plan – The CEO reported to the Library Board she would begin work on the technology plan to be implemented at all three



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD

FOR THE MEETING OF September 27, 2023

branches once the equipment and software 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. We will send out a call for a New Branch Subcommittee of Board members before the October 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 June to August 2023** – The CEO reported to the Library Board the statistics for June to August 2023. Our stats are going well, and programming numbers are almost caught up with our stats from 2019.
- d. **Summary from Management Team Meetings June to August 2023** – The CEO presented to the Library Board a summary from the weekly management team meetings from June to August 2023.
- e. **Human Resources Reporting for June to August 2023** – The CEO reported on Human Resources; the library is on track for completing Performance Reviews for June to August 2023.
- f. **Branch Reports** – The CEO reported to the Library Board the Branch reports for June to August 2023.
- g. **Staff Reports** – The CEO reported to the Library Board the Staff reports for June to August 2023.
- h. **GIC Renewals** – The Town of New Tecumseth Finance Department reported to the Library Board the interest rates from the TD Commercial Bank for the Library GIC's renewals. In the past, the library only renewed for one year at a time based on the interest rates provided.

The Town of New Tecumseth is requesting approval from the Library Board for the renewal of the Library's GIC's, due at the end of July 2023. The Board agreed in July 2023 to renew the GIC's for one year based on the interest rates and would provide a proper motion at the next Board meeting in September.



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF September 27, 2023

Motion: 2023-09-04

Moved: M. Pyper

Seconded: J.A. Henry

BE IT RESOLVED that the New Tecumseth Public Library Board approved the Finance Department of the Town of New Tecumseth to renew the Library's GIC's for one year dated 31 July 2023 and a proper motion for approval for the GIC Renewals date 27 September 2023 be received.

CARRIED

Motion to Authorize Transfer of the Jeffery Foundation Donation to the Jeffery Foundation Reserve – The CEO reported to the Library Board the information on the Jeffery Foundation Donation.

Motion: 2023-09-05

Moved: S. MacLellan

Seconded: W. Gabrek

BE IT RESOLVED that the New Tecumseth Library Board move to transfer the Jeffery Foundation Donation of \$30,000.00 on the 27 September 2023 to the Jeffery Foundation Reserve.

CARRIED

- i. **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. The Board decided to defer the Policy to the October meeting due to the amount of amendments that were requested.

Intellectual Freedom Policy – The CEO reported to the Library Board the Intellectual Freedom Policy for approval.

Motion: 2023-09-06

Moved: M. Pyper

Seconded: S. MacLellan



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF September 27, 2023

BE IT RESOLVED that the New Tecumseth Library Board approves the Intellectual Freedom Policy dated 27 September 2023 as presented.

CARRIED

Respect and Acknowledgment Declaration Policy – The CEO reported to the Library Board the Respect and Acknowledgment Declaration Policy for approval.

Motion: 2023-09-07

Moved: M. Pyper

Seconded: J.A. Henry

BE IT RESOLVED that the New Tecumseth Library Board approves the Respect and Acknowledgment Declaration Policy dated 27 September 2023 as presented.

CARRIED

Diversity, Equity, and Inclusion Policy – The CEO reported to the Library Board the Diversity, Equity, and Inclusion Policy for approval.

Motion: 2023-09-08

Moved: S. MacLellan

Seconded: C. McMillan

BE IT RESOLVED that the New Tecumseth Library Board approves the Diversity, Equity and Inclusion Policy dated 27 September 2023 as presented.

CARRIED

Library Board Bylaw Policy – The CEO reported to the Library Board the Library Board Bylaw Policy for approval.

Motion: 2023-09-09

Moved: W. Gabrek

Seconded: J.A. Henry

BE IT RESOLVED that the New Tecumseth Library Board approves the Library Board Bylaw Policy dated 27 September 2023 as presented.

CARRIED

Library Board Duties Policy – The CEO reported to the Library Board the Library Board Duties Policy for approval.



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF September 27, 2023

Motion: 2023-09-10

Moved: W. Gabrek

Seconded: J.A. Henry

BE IT RESOLVED that the New Tecumseth Library Board approves the Library Board Duties Policy dated 27 September 2023 as presented.

CARRIED

Library Board Planning Policy – The CEO reported to the Library Board the Library Board Planning Policy for approval.

Motion: 2023-09-11

Moved: J.A. Henry

Seconded: M. Pyper

BE IT RESOLVED that the New Tecumseth Library Board approves the Library Board Planning Policy dated 27 September 2023 as presented.

CARRIED

Library Board and CEO Partnership Policy – The CEO reported to the Library Board the Library Board and CEO Partnership Policy for approval.

Motion: 2023-09-12

Moved: W. Gabrek

Seconded: J.A. Henry

BE IT RESOLVED that the New Tecumseth Library Board approves the Library Board and CEO Partnership Policy dated 27 September 2023 as amended.

CARRIED

Finance Management Policy – The CEO reported to the Library Board the Finance Management Policy for approval.

Motion: 2023-09-13

Moved: M. Pyper

Seconded: C. McMillan

BE IT RESOLVED that the New Tecumseth Library Board approves the Finance Management Policy dated 27 September 2023 as amended.

CARRIED



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF September 27, 2023

Partnerships and Sponsorship Policy – The CEO reported to the Library Board the Partnerships and Sponsorship Policy for approval.

Motion: 2023-09-14
Moved: J.A. Henry
Seconded: S. MacLellan

BE IT RESOLVED that the New Tecumseth Library Board approves the Partnerships and Sponsorship Policy dated 27 September 2023 as presented.

CARRIED

Advocacy Policy – The CEO reported to the Library Board the Advocacy Policy for approval.

Motion: 2023-09-15
Moved: S. MacLellan
Seconded: C. McMillan

BE IT RESOLVED that the New Tecumseth Library Board approves the Advocacy Policy dated 27 September 2023 as presented.

CARRIED

Physical Plant Policy – The CEO reported to the Library Board the Advocacy Policy for approval.

Motion: 2023-09-16
Moved: J.A. Henry
Seconded: M. Pyper

BE IT RESOLVED that the New Tecumseth Library Board approves the Physical Plant Policy dated 27 September 2023 as presented.

CARRIED

- j. **Draft Operating and Capital Budget 2024** – The CEO reported to the Library Board the Draft Operating and Capital Budget for 2024 for approval.

Motion: 2023-09-17
Moved: S. MacLellan
Seconded: M. Pyper



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF September 27, 2023

BE IT RESOLVED that the New Tecumseth Library Board approves Draft Operating and Capital Budget for 2024 dated 27 September 2023, which includes the Town Grant, and that the 2024 Library Operating and Capital Budget be forwarded to the Town of New Tecumseth for consideration in the Budget deliberations as amended.

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, Motion for GIC Renewals and Jeffery Foundation, NTPL Policy Reviews and Draft Operating and Capital Budget 2024.

Motion: 2023-09-18

Moved: J.A. Henry

Seconded: M. Pyper

BE IT RESOLVED that the CEO's Report for 27 September 2023 be received and the recommendations therein be approved.

CARRIED

7 In Camera

Personnel Issues Pertaining to Identifiable Individuals

Motion: 2023-09-19

Moved: S. MacLellan

Seconded: M. Pyper

BE IT RESOLVED that the Library Board Meeting move In Camera to discuss Personnel Issues Pertaining to Identifiable Individuals.

CARRIED

Motion: 2023-09-20

Moved: S. MacLellan

Seconded: M. Pyper

BE IT RESOLVED that the Library Board Rise to Report.

CARRIED

Motion: 2023-09-21

Moved: S. MacLellan

Seconded: M. Pyper



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF September 27, 2023

BE IT RESOLVED that the Library Board dealt with Personnel Issues Pertaining to an Identifiable Individuals and that the confidential direction and recommendations to the CEO be approved.

CARRIED

8 Friends of the Library

Friends Update: The CEO Reported to the Library Board updates on the Friends of Library. The CEO presented to the Library Board that to date the Friends of the Library have raised \$1,909 dollars at various events like the Potato Festival and Beeton Fall Fair. The Friends of the Library are putting forth ideas to raise funds for the library such as holding raffles, auctions, catch the ace, and more. The next meeting is scheduled for Thursday, October 19th in Beeton.

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: 2023-09-22

Moved: J.A. Henry

Seconded: C. McMillan

BE IT RESOLVED that the Council Representatives Report for 27 September 2023 be received.

CARRIED

12 Adjournment

Motion: 2023-09-23

Moved: S. MacLellan

Seconded: M. Pyper

BE IT RESOLVED that the Library Board Meeting adjourned at 8:46PM.

CARRIED


M. Pyper, Chair


Jessica Mole, CEO