



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF June 28, 2023

1 Members Present

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

Staff Present

L. Jazwinski, Administrative Assistant

Regrets

C. McMillan

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

2 Confirmation of Agenda and Call to Order

Motion: 2023-06-01

Moved: S. McMillan

Seconded: W. Gabrek

BE IT RESOLVED that the Agenda for the Meeting of Thursday 28 June 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 June 28, 2023

4 Adoption of the Minutes of Previous Library Board Meeting 24 May 2023

Motion: 2023-06-02

Moved: M. Pyper

Seconded: D. Carr

BE IT RESOLVED that the Minutes of the Previous Library Board Meeting of 24 May 2023 be approved as presented.

CARRIED

5 Financial Statements

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

Motion: 2023-06-03

Moved: D. Carr

Seconded: S. MacLellan

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



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF June 28, 2023

- b. **Motion for Board Approval – September 30 for Truth & Reconciliation** - The CEO reported to the Library Board to close all three branches for September 30, to align with the language in the Collective Agreement.

Motion: 2023-06-04

Moved: W. Grabek

Seconded: S. MacLellan

BE IT RESOLVED that the New Tecumseth Public Library Board approves the motion as received dated 28 June 2023.

CARRIED

c. **Ongoing Strategic Planning Topics**

- i. Strategic Plan & Library Board Policies - The Library Board and the CEO reviewed each section of New Tecumseth Public Library policies. The Board members will send all their changes to the CEO to be incorporated into the policies and presented at the September meeting for approval.
- 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 provided by the new Simcoe Digital Library Services is rolled out to all the libraries. The rollout of the software and new equipment should be completed by the end of year.
- iii. New Alliston Branch – The CEO reported to the Library Board she had a meeting with the planning department to discuss land options for the new branch. The department suggested to start with a needs assessment before we even start to look at land options. Currently, 2031 is the year the Town plans to start the new build but is all tentative and is based on 10,000 square feet. The 2026 Development Charges Study is when to really present this, but as changing what we ask will change the timeline, it is better to plan as much as we can now. The next meeting in September we will look at a subcommittee with the Board members to start the process for the needs assessment for ideas.



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF June 28, 2023

- 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. The Board reviewed the Strategic Plan which goes from 2022 to 2027. The Chair recommends one item be added to the plan which is development partnerships, and all members agreed.
- d. **Circulation, Program Attendance & Library Use Summary for May 2023** – The CEO reported to the Library Board the statistics for May 2023. Our stats are going well, and programming numbers are still increasing with more patrons visiting the library. It was suggested our stats can be compared to pre COVID years to give a better idea of how we are doing.
- e. **Summary from Management Team Meetings May 2023** – The CEO presented to the Library Board a summary from the weekly management team meetings from May 2023.
- f. **Human Resources Reporting for May 2023** – The CEO reported on Human Resources; the library is on track for completing Performance Reviews for May 2023.
- g. **Branch Reports** – The CEO reported to the Library Board the Branch reports for May 2023.
- h. **Staff Reports** – The CEO reported to the Library Board the Staff reports for May 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, Branch Reports, Staff Reports, and Motion for Day of Truth & Reconciliation Report.

Motion: 2023-06-05

Moved: M. Pyper

Seconded: S. MacLellan

BE IT RESOLVED that the CEO's Report for 28 June 2023 be received and the recommendations therein be approved.

CARRIED



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF June 28, 2023

7 Friends of the Library

Friends and Reserve Update: The CEO Reported to the Library Board the Friends of Library update from the meetings. The next meeting is scheduled for the third Thursday of the month at 7pm rotating at a different branch with a different board member taking turns attending the meetings. The July meeting will be in Beeton, August in Alliston, and September in Tottenham. The CEO presented to the Library Board that the Friends have their own reserve account with a GL code separate from our own financials.

Motion: 2023-06-06

Moved: C. Hall

Seconded: D. Carr

BE IT RESOLVED that the Reserve be created for Friends of the Library for 28 June 2023 be received.

CARRIED

8 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: 2023-06-07

Moved: C. Hall

Seconded: D. Carr

BE IT RESOLVED that the Council Representatives Report for 28 June 2023 be received.

CARRIED



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF June 28, 2023

10 Adjournment

Motion: 2023-06-08

Moved: M. Pyper

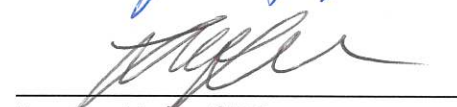
Seconded: C. Hall

BE IT RESOLVED that the Library Board Meeting adjourned at 9:01 PM.

CARRIED



M. Pyper, Chair



Jessica Møle, CEO