



# MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD  
FOR THE MEETING OF January 20, 2022

## 1 Members Present

M. Pyper, Chair  
D. Carr, Vice-Chair  
N. Greening  
J. Mole, CEO  
P. Monahan  
A. Lacey, Councillor  
S. MacLellan, Councillor

## Staff Present

L. Jazwinski, Administrative Assistant  
L. Whittemore, Pam Kirkpatrick Manager

## Regrets

C. Hall

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

## 2 Confirmation of Agenda and Call to Order

**Motion:** 2022-01-01

Moved: A. Lacey

Seconded: N. Greening

**BE IT RESOLVED** that the Agenda for the Meeting of Thursday 20 January 2022 be approved as distributed.

**CARRIED**

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



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## 4 Adoption of the Minutes of Previous Library Board Meeting of 16 December 2021

**Motion:** 2022-01-02

Moved: A. Lacey

Seconded: D. Carr

**BE IT RESOLVED** that the Minutes of the Previous Library Board Meeting of 16 December 2021 be approved as distributed.

**CARRIED**

## 5 Business arising from Minutes of Previous Board Meeting: There was no Business Arising from the Minutes of the Previous Board Meeting.

## 6 Determination of items to be held for discussion

**Motion:** 2022-01-03

Moved: M. Pyper

Seconded: A. Lacey

**BE IT RESOLVED** that the following items from the Library Board Meeting Agenda dated Thursday 20 January 2022 be identified for separate discussion:

**Items 8.a.b.c., 9.a. i, ii, iii, iv, v, vi, vi, vii, viii, ix, c. and d.**

**CARRIED**

## 7 Adoption of Items not held for Discussion

**Motion:** 2022-01-04

Moved: M. Pyper

Seconded: A. Lacey

**BE IT RESOLVED** that all items on the Library Board Agenda dated Thursday 20 January 2022 with the exception of those items identified for separate discussion, be approved and the recommendation(s) therein be adopted.

**CARRIED**



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## 8 Financial Statements

- a) Financial Report for December 2021
- b) Cheque Register for December 2021
- c) Salaries and Benefits Summary for December 2021

**Motion:** 2022-01-05

**Moved:** N. Greening

**Seconded:** M. Pyper

**BE IT RESOLVED** that the Financial Reports, the Cheque Register and the Salaries and Benefits Summary for December be received.

**CARRIED**

## 9 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 December 2021.
- ii. Circulation, Program Attendance & Library Use Summary for December 2021 – The CEO reported the Library statistics for December 2021. Our stats are doing well in December compared to the rest of the year and we are almost back to our numbers in 2018-2019.
- iii. Summary from Management Team Meetings December 2021 – The CEO presented to the Library Board a summary from the weekly management team meetings. The CEO mentioned to the Board the management team meetings have been going well and is looking to book our staff meetings.
- iv. Human Resources Reporting for December 2021 – The CEO reported on Human Resources; the Library is on track for completing Performance Reviews for December.





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- v. Health & Safety – The CEO reported on the COVID Recovery Phased Plan for NTPL for December 2021, which remains the same. The CEO mentioned the some minor maintenance work is being done on branches and the Town has fixed any minor issues.
- vi. Fine Free Report - The CEO reported to the Board for the Library to go Fine Free as of 21 January 2022. The report serves as an update to the one presented at the 16 December 2021 Library Board meeting with the financials added as requested by Board members.

**Motion: 2022-01-06**

Moved: M. Pyper

Seconded: S. MacLellan

**BE IT RESOLVED** that the New Tecumseth Library Board receives the Fine Free Library report dated 20 January 2022, and votes that the Library go Fine Free starting 21 January 2022. The CEO will update the processing fees for lost / damaged materials to match the maximum fines as shown in the Fee Chart. The Board approves the motion as amended.

**CARRIED**

- vii. Banting Contract – The Manager of the Pam Kirkpatrick Branch provided an update to the Library Board with the contract the Library has with the Simcoe County Museum. The Library loaned the museum artifacts given to them by the Banting family back in the 1990's. The discussion at the meeting among the Board members was if the ownership should remain with the Library with the branches not having anywhere to display the artifacts. After discussion it was agreed for the ownership to remain with the Library and to renew the contract with the Simcoe County Museum.

**Motion: 2022-01-07**

Moved: A. Lacey

Seconded: D. Carr

**BE IT RESOLVED** that the Library Board receives the Banting Contract and is approved as presented.

**CARRIED**



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- viii. Holiday Closures 2022 – The CEO reported on the revised Holiday Closures for 2022 for implementation at NTPL.

**Motion:** 2022-01-08

Moved: A. Lacey

Seconded: D. Carr

**BE IT RESOLVED** that the Revised Statutory Closures for 2022 are approved as presented.

**CARRIED**

- ix. Motions for Board Approval – The CEO reported to the Library Board the motions for approval for this meeting under the CEO's Report dated 20 January, 2022.

The CEO reported on the Action Items, Circulation, Program Attendance & In-Library Use Summary, Summary from Management Team Meetings, Human Resources Reporting, Health & Safety, Fine Free Report, Banting Contract, Holiday Closures 2022, and Motions for Board Approval.

**Motion:** 2022-01-09

Moved: M. Pyper

Seconded: S. MacLellan

**BE IT RESOLVED** that the CEO's Report for 20 January 2022 be received and the recommendations therein be approved.

**CARRIED**

## c) Council Representatives' Report

Town Council Update: Councillor Lacey and Councillor MacLellan reported to the Board that the Town of New Tecumseth had their first Council meeting since the last Board meeting and the only major item on the agenda was the BTIA requesting the boundary expansion of their levy. It has been approved and will be ratified at the next Council meeting. The expansion levy is covering most of Tottenham.



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The Town is upping their security system due to an incident with a citizen who was upset and making threats to staff. This citizen has been given a trespassing notice which covers all Town buildings and the library. The Town of New Tecumseth lost six employees due to the COVID vaccine policy.

**Motion:** 2022-01-10  
**Moved:** M. Pyper  
**Seconded:** S. MacLellan

**BE IT RESOLVED** that the Council Representatives' Report be received.

**CARRIED**

## **d) Information Items/Correspondence**

Board Performance Review: The Chair reported on the performance review regarding how well the Library Board Members feel they have done this year. There was discussion on how they can engage in more conversations with stakeholders, which will be readdressed when COVID has come to an end. More questions brought forward by the Chair were regarding the Board's legacy. What will the current Board's legacy be, and what were the current Board's accomplishments? The Chair will prepare a report to elaborate on these Correspondence questions, and will have it completed by the end of the Board's current term this year.

**Motion:** 2022-01-11  
**Moved:**  
**Seconded:**

**BE IT RESOLVED** that the Information Items/Correspondence of the Board Performance Review be received.

**CARRIED**





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## 12 Adjournment

**Motion:** 2022-01-12

**Moved:** A. Lacey

**Seconded:** P. Monahan

**BE IT RESOLVED** that the Library Board Meeting adjourned at 8:05 PM.

**CARRIED**

  
M. Pyper, Chair

  
Jessica Mole, CEO