



# MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD  
FOR THE MEETING OF July 21, 2022

## 1 Members Present

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

### Staff Present

L. Jazwinski, Administrative Assistant

### Guests Present

M. Boss, Manager, Grant Thornton LLP  
W. Putnam, Partner, Grant Thornton LLP  
R. Nadine, Manager Finance, Town of New Tecumseth  
P. Thorne, Financial Analyst, Town of New Tecumseth

### Regrets

A. Lacey, Councillor

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

## 2 Confirmation of Agenda and Call to Order

**Motion:** 2022-07-01  
**Moved:** S. MacLellan  
**Seconded:** C. Hall

**BE IT RESOLVED** that the Agenda for the Meeting of Thursday 21 July 2022 be approved as presented.

**CARRIED**



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**3 Presentation by M. Boss CPA, CP, Manager, Grant Thornton LLP and Financial Statements for Year-End for December for 2021**

Marc and Wayde from Grant Thornton LLP presented to the Board the Draft Audit Financial Statements for Year-End for December 2021. Allison and Patricia 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 2021**

**Motion:** 2022-07-02

Moved: D. Carr

Seconded: P. Monahan

**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 2021. The Audit is approved on July 21, 2022.

**CARRIED**

**4 Town of New Tecumseth – Finance – 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 has only renewed for one year at a time based on low interest rates.

The Town of New Tecumseth is requesting approval from the Library Board of the renewal of the Library's GIC's, due at the end of July. The Board agrees to renew the GIC's for year based on the interest rates.

**Motion:** 2022-07-03

Moved: S. MacLellan

Seconded: D. Carr



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**BE IT RESOLVED** that the Town of New Tecumseth Public Library Board approves the Finance Department of the Town of New Tecumseth to renew the Library's GIC's for one year dated 21 July 2022 be received.

**CARRIED**

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

- 6     **Adoption of the Minutes of Previous Library Board Meeting of 16 June 2022**

**Motion:**         2022-07-04

Moved:           S. MacLellan

Seconded:       D. Carr

**BE IT RESOLVED** that the Minutes of the Previous Library Board Meeting of 16 June 2022 be approved as presented.

**CARRIED**

- 7     **Financial Statements**

- a)     **Financial Report for June 2022**
- b)     **Cheque Register for June 2022**
- c)     **Salaries and Benefits Summary for June 2022**

**Motion:**         2022-07-05

Moved:           M. Pyper

Seconded:       C. Hall

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

**CARRIED**





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## 8 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 2022.

### b) Ongoing Strategic Planning Topics

- i. Tottenham Community Week: Branch Grand Opening and Vendor Table – The CEO provided an update on the Grand Opening mentioning it was a success, with the Library Board and Town Council in attendance. Also in attendance was the CAO, Mayor, Deputy Mayor, a designate from the New Tecumseth Times, and special guests Chris Ross (CRIC Chair) and Robert Kirkpatrick. There was over 50 people who attended, and we offered tea, coffee, water, cake and luncheon served. The Library Board Chair, Mayor, CRIC Chair and Robert Kirkpatrick said a few words with the CEO presenting. Games were set up for the kids to enjoy throughout the day and an adult scavenger hunt was put together. Most of the internal signage was installed just before the event.

The Street Festival on Saturday, July 2<sup>nd</sup> for Tottenham Community Week was also very successful. Our vendor table was right at the road closure where many people would start their walk, which made it an excellent spot. Our table had book sale items and 100 free SWAG bags (with a book, patron brochure, Friends for the Library brochure, flyers adult/kid summer programs, a NTPL pen and notepad, wooden key chain with NTPL and CRIC logo) and extra brochures.

- ii. Technology Plan – The CEO reported to the Library Board she would begin working on the technology plan to be implemented at all three branches.
- iii. Friends of the Library – The CEO reported to the Library Board that with the Policy in place, CEO finished work on the procedure document outlining the organization and duties of the Friends group so all the members will be clear on their responsibilities. The Labour Management Committee meeting



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reviewed the procedure, which resulted in a few minor changes relating to example duties. The brochures were handed out during the Tottenham Community Week with the official kick-off on July 2<sup>nd</sup>. The next Marketing and Promotions meeting we will be discussing an event to recruit potential members.

- iv. New Alliston Branch – The CEO reported to the Library Board there are no new updates to report for this month. Suggested for the Sub-Committee to meet once summer has ended and to review our action items.
- v. Board Performance Review – The CEO reported to the Library Board there are no new updates to report for this month.
- c) **Circulation, Program Attendance & Library Use Summary for June 2022** – The CEO reported the Library statistics for June 2022 are still going well and programming numbers are going up with our in-person learning coming back to the Library. Much better stats compared to 2020.
- d) **Summary from Management Team Meetings June 2022** – The CEO presented to the Library Board a summary from the weekly management team meetings.
- e) **Human Resources Reporting for June 2022** – The CEO reported on Human Resources; the Library is on track for completing Performance Reviews for June. The managers and CEO will be meeting to review the Collective Agreement and the Director of Human Resources will be present for negotiations. The first meeting is August 18<sup>th</sup>.
- f) **Health & Safety** – The CEO reported to the Library Board that there is nothing new to report for the month of June 2022. The CEO mentioned Simcoe Paramedics provided information on workshops/sessions for our patrons who might be interested in taking a First Aid Course. The CEO is going to mention it at their next Marketing and Promotions meeting to decide how to promote the program and where should it be held where there is enough space depending on how many of our patrons would be interested in taking the course.





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- g) **Branch Reports** – The CEO reported to the Library Board the Branch reports for June 2022. The Branch meeting in July is going to be cancelled as we will be having a general staff meeting in August. We are looking at renting a pavilion at the Tottenham Conservation Area and having a staff barbecue. The morning part of the Staff meeting will be a training session by Canadian Mental Health Associate (CMHA).
- h) **Staff Reports** – The CEO reported to the Library Board the Staff reports for June 2022.
- i) **Reciprocal Membership Agreement Planning – Public Libraries in Simcoe County** – The CEO reported to the Library Board the Reciprocal Membership Agreement put forth by County CEOs in response to the newly dissolved Simcoe County Library Co-op. The Board members discussed deferring this item until September, when the CEO can hopefully provide more information.

**Motion:** 2022-07-06

Moved: D. Carr

Seconded: P. Monahan

**BE IT RESOLVED** that the New Tecumseth Library Board defer the motion to sign the Reciprocal Membership Agreement until the September Board meeting, as of 21 July 2022.

**CARRIED**

- j) **New County Information Library Service** – The CEO reported to the Library Board the information on the new County Information Library Services. The report included current happenings within the new County Information Library Service System, which will replace the newly-dissolved Simcoe County Library Cooperative.

The CEO recommended to the Library Board to stay in the County's new Information Library Service System that has replaced the Simcoe County Library CO-OP based on the reported presented.



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**Motion:** 2022-07-07  
**Moved:** D. Carr  
**Seconded:** P. Monahan

**BE IT RESOLVED** that the New Tecumseth Library Board approve the motion to remain within the County's new Information Library Services System as of 21 July 2022.

**CARRIED**

- k) **Motions to Approve Items** – The CEO reported to the Library Board the motions for approval under the CEO's Report dated 21 July 2022.

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, Health & Safety, Branch Reports, Staff Reports, Reciprocal Membership Agreement, New County Information Library Service and Motions to Approve Items.

**Motion:** 2022-07-08  
**Moved:** M. Pyper  
**Seconded:** S. MacLellan

**BE IT RESOLVED** that the CEO's Report for 21 July 2022 be received and the recommendations therein be approved.

**CARRIED**

## 9 Council Representatives Report

**Town Council Update:** Councilor MacLellan reported to the Board at the Town Council Meeting the nominations for running in the Municipal Election closes on August 19 and an emergency Town Council meeting is scheduled in case items need urgent approval.

**Motion:** 2022-07-09  
**Moved:** P. Monahan  
**Seconded:** C. Hall



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

**CARRIED**

## 10 Information Items/Correspondence

- a) **OBLA Email** – The CEO reported to the Library Board the OLBA Email regarding to have a separate Board membership instead of a Public Library Membership that will expire this year. The Library Board agreed to the status quo to remain the way it is now and can be reviewed in future when the new Board is in place in 2023.

**Motion:** 2022-07-10

Moved: P. Monahan

Seconded: C. Hall

**BE IT RESOLVED** that the Information Items/Correspondence Report be received.

**CARRIED**

## 11 Adjournment

**Motion:** 2022-07-11

Moved: M. Pyper

Seconded: S. MacLellan

**BE IT RESOLVED** that the Library Board Meeting adjourned at 8:20 PM.

**CARRIED**

  
M. Pyper, Chair

  
Jessica Mole, CEO