



# MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD  
FOR THE MEETING OF June 16, 2022

## 1 Members Present

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

## Staff Present

L. Jazwinski, Administrative Assistant

## Regrets

M. Pyper, Chair  
P. Monahan  
C. Hall

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

## 2 Confirmation of Agenda and Call to Order

The Vice-Chair reported to the Library Board the Chair is away on vacation and he will be chairing the meeting.

**Motion:** 2022-06-01  
**Moved:** A. Lacey  
**Seconded:** S. MacLellan

**BE IT RESOLVED** that the Agenda for the Meeting of Thursday 16 June 2022 be approved as presented.

**CARRIED**

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



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OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD  
FOR THE MEETING OF June 16, 2022

## 4 Adoption of the Minutes of Previous Library Board Meeting of 19 May 2022

**Motion:** 2022-06-02  
**Moved:** N. Greening  
**Seconded:** S. MacLellan

**BE IT RESOLVED** that the Minutes of the Previous Library Board Meeting of 19 May 2022 be approved as amended.

**CARRIED**

## 5 Financial Statements

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

**Motion:** 2022-06-03  
**Moved:** N. Greening  
**Seconded:** A. Lacey

**BE IT RESOLVED** that the Financial Reports, the Cheque Register and the Salaries and Benefits Summary for May 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 2022.



# MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD  
FOR THE MEETING OF June 16, 2022

## b) Ongoing Strategic Planning Topics

- i. Tottenham Branch Grand Opening – The CEO provided an update on the electrical and the signage. The electrical work for the Makerspace Lab is now completed. The signage is approved by the Town for inside and outside except for the outside signage that would be installed on the new part of the building. The signage company was at the Tottenham Library taking measurements for the signage. The CEO will proceed with the signage once she has the specifics from the Town. The CEO is hopeful the signage will be complete before the Grand Opening and the signage company is aware of the deadline. The Grand Opening is scheduled for June 30 and the CEO informed the Board she has reached out to CRIC for their attendance along with the Mayor and the CAO of the Town of New Tecumseth. The CEO will work out the specific time of the opening with Board and staff.
- 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 feedback on the draft Procedure document outlining the organization and duties of the Friends group in order for all members are clear of their responsibilities. We are creating brochures to hand out during the events. We would like to hand out these brochures during Community Week in Tottenham. The Library Board provided feedback to the CEO to implement in the brochure and procedures.
- iv. New Alliston Branch – The CEO reported to the Library Board there are no new updates to report for this month.
- v. Board Performance Review – The CEO reported to the Library Board there are no new updates to report for this month.





# MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD  
FOR THE MEETING OF June 16, 2022

- c) Circulation, Program Attendance & Library Use Summary for May 2022 – The CEO reported the Library statistics for May 2022 are still going well and programming numbers are going up with our in-person learning come back to the Library.
- d) Summary from Management Team Meetings May 2022 – The CEO presented to the Library Board a summary from the weekly management team meetings.
- e) Human Resources Reporting for May 2022 – The CEO reported on Human Resources; the Library is on track for completing Performance Reviews for May.
- f) Health & Safety – The CEO reported all staff have completed their First Aid Training with Simcoe Paramedics except for the Student Pages. The CEO is looking into providing workshops/sessions for our patrons who might be interested in taking a First Aid Course with Simcoe Paramedics providing the training.
- g) Branch Reports – The CEO reported to the Library Board the Branch reports for May 2022. The Alliston Branch applied for a Community Grant from Walmart for our Book Club sets and we have received the grant for \$1000.00. Another Grant we applied for was for \$500.00 for the purchase of Dyslexia decodable books. Tottenham Community Week vendor day is happening on Saturday, July 2. We have a booth for the event, and we will be handing out swag bags. Beeton's Seedy Saturday event was a huge success with the Mayor present for the opening of the new official community garden.
- h) Staff Reports – The CEO reported to the Library Board the Staff reports for May 2022.
- i) Review of Grant Thornton – Draft Financial Statements for NTPL 2021 – The CEO reported to the Library Board the Draft Financial Statements and if the Board had any questions regarding the statement to send to the CEO before our next meeting. The auditors will be present for our meeting in July to go over the Financial Statement and answer any questions. Approval of the Financial Statements will be at the next meeting when all board members are present.



# MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD  
FOR THE MEETING OF June 16, 2022

- j) **Reciprocal Membership Agreement Planning – Public Libraries in Simcoe County** – The CEO reported to the Library Board the information on the newly dissolved Simcoe County Library Co-op to the Information Library System (new name) is under review due to the ILS being a widely-used term and what this means for Libraries going forward. The agreement is a 5-year term and libraries can define their own membership terms. The Vice-Chair has asked this item to defer for approval at the next meeting when the all Board members are present and the CEO can provide more information.

**Motion:** 2022-06-04

Moved: A. Lacey

Seconded: D. Carr

**BE IT RESOLVED** that the New Tecumseth Library Board defer the Reciprocal Membership Agreement Planning – Public Libraries in Simcoe County for approval at the next meeting in July 2022 be received and the recommendations therein be approved.

*CARRIED*

- k) **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:** 2022-06-05

Moved: S. MacLellan

Seconded: A. Lacey

**BE IT RESOLVED** that the New Tecumseth Library Board move to transfer the Jeffery Foundation Donation of \$15,000.00 on the 16 June 2022 to the Jeffery Foundation Reserve.

*CARRIED*

- l) **Motions to Approve Items** – The CEO reported to the Library Board the motions for approval under the CEO's Report dated 16 June 2022.



# MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD  
FOR THE MEETING OF June 16, 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, Review of Grant Thornton – Draft Financial Statements for NTPL 2021, Reciprocal Membership Agreement Planning – Public Libraries in Simcoe County, and Motions to Approve Items.

**Motion:** 2022-06-06

Moved: N. Greening

Seconded: D. Carr

**BE IT RESOLVED** that the CEO's Report for 16 June 2022 be received and the recommendations therein be approved.

**CARRIED**

## 7 Council Representatives Report

Town Council Update: Councilor Lacey and Councilor MacLellan reported to the Board at the Town Council Meeting the progress of the Accessibility Grant for the renovation of the Beeton Library washrooms. Work will begin shortly when the dollar amount is ratified on June 27. Some discussion was had about the Library offering Youth Programs for after school that we could work collaboratively with the Town of New Tecumseth. The Library Board made recommendations to bring something back at a future meeting.

**Motion:** 2022-06-07

Moved: N. Greening

Seconded: D. Carr

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

**CARRIED**





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## 11 Adjournment

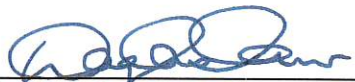
**Motion:** 2022-06-08

**Moved:** N. Greening

**Seconded:** S. MacLellan

**BE IT RESOLVED** that the Library Board Meeting adjourned at 8:15 PM.

**CARRIED**

  
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D. Carr, Vice-Chair

  
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Jessica Mole, CEO