



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF February 16, 2023

1 Members Present

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

Staff Present

L. Jazwinski, Administrative Assistant

Guests Present

G. Ventrek, BDO

Regrets

None

The Chair called the meeting to order at 7:15 PM.

2 Election/Appointment of Officers & Orientation

The New Tecumseth Public Library Board elects and appoints Officers of the Board. The Officers of the Board must ensure the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure. As per the New Tecumseth Public Library Policy Manual the Officers are the Chair, Vice-Chair and CEO, who is also the Secretary/Treasurer of the Board. These Officers have signing authority for the Board. The Board Chair and Vice-Chair shall be elected at the first meeting of a new term.



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF February 16, 2023

Motion: 2023-02-01
Moved: S. MacLellan
Seconded: D. Carr

BE IT RESOLVED that M. Pyper is elected to the position of Chair for the New Tecumseth Public Library Board.

CARRIED

Motion: 2023-02-02
Moved: M. Pyper
Seconded: W. Gabrek

BE IT RESOLVED that D. Carr is elected to the position of Vice-Chair for the New Tecumseth Public Library Board.

CARRIED

Motion: 2023-02-03
Moved: S. MacLellan
Seconded: C. Hall

BE IT RESOLVED that J. Mole is elected to the position of Secretary/Treasurer for the New Tecumseth Public Library Board.

CARRIED

3 Confirmation of Agenda and Call to Order

The Library Board Vice-Chair has one item to add to the agenda under Information Items/ Correspondence for Future Meeting Dates and Locations.

Motion: 2023-02-04
Moved: S. MacLellan
Seconded: J.A. Henry

BE IT RESOLVED that the Agenda for the Meeting of Thursday 16 February 2023 be approved as amended.

CARRIED

4 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 February 16, 2023

5 BDO Canada LLP, Auditors – Meet & Greet

The auditor, G. Ventrek from BDO Canada LLP presented the New Tecumseth Library Board a planning report highlighting and explaining key issues relevant to the audit of the Library for the financial statements for the year-ended December 31, 2022. The audit for the Library will start in March of 2023 with a completion date of April or May 2023. The Auditor will try for an April 20th date to present at our next Board meeting if there are no issues.

6 Adoption of the Minutes of Previous Library Board Meeting of 20 October 2022

Motion: 2023-02-05

Moved: M. Pyper

Seconded: D. Carr

BE IT RESOLVED that the Minutes of the Previous Library Board Meeting of 20 October 2022 be approved as presented.

CARRIED

7 Financial Statements

a) **Financial Report for October 2022 & January 2023**

b) **Cheque Register for October 2022 & January 2023**

c) **Salaries and Benefits Summary for October 2022 & January 2023**

Motion: 2023-02-06

Moved: S. MacLellan

Seconded: D. Carr

BE IT RESOLVED that the Financial Reports, the Cheque Register and the Salaries and Benefits Summary for October 2022 & January 2023 be received.

CARRIED



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF February 16, 2023

Motion for Transfer of Funds: The CEO proposes that the Library Board move to transfer the Pay Equity portion of the 2023 Year Public Library Operating Grant (PLOG), which equals \$18,007 of the \$51,181 total, to the designated Reserve Fund.

Motion: 2023-02-07

Moved: M. Pyper

Seconded: S. MacLellan

BE IT RESOLVED that the New Tecumseth Library Board receives the Transfer of Funds motion dated February 16, 2023, and approves the motion as presented.

CARRIED

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 February 2023.

b) Ongoing Strategic Planning Topics

- i. Technology Plan – The CEO reported to the Library Board she would begin work on the technology plan to be implemented at all three branches and will be able to report more information at the next meeting.
- ii. Friends of the Library – The CEO reported to the Library Board we had the first launch for recruitment of Friends on October 20th right before the Board meeting. We had a keynote speaker and Swag Bags were given out to the attendees. We will be planning another information session at the Alliston branch sometime in March or April, and then we will plan our first real Friends of the Library meeting if we have enough members. We currently have two community members who have submitted their Friends application.
- iii. New Alliston Branch – The CEO reported to the Library Board she is still working on a proposal for the Town & Economic Development Officer,



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD FOR THE MEETING OF February 16, 2023

to highlight a need for a new branch with more square footage than originally decided. Next steps will happen in the coming weeks.

- iv. Future Board Initial Goals/CEO Goals – The CEO reported to the Library Board there are no new updates to report for this month and will look at Board goals with the new Board going forward. The Chair provided an update on the Board Legacy Advocacy Report. Some goals to look at next year is Alliston Branch, Programs, Friends of the Library and Partnerships.
- c) **Circulation, Program Attendance & Library Use Summary for February 2023** – The CEO reported the Library statistics for February 2023, which are still going well and programming numbers are getting close to our 2019 stats before COVID.
- d) **Summary from Management Team Meetings February 2023** – The CEO presented to the Library Board a summary from the weekly management team meetings from February 2023.
- e) **Human Resources Reporting for February 2023** – The CEO reported on Human Resources; the Library has completed Performance Reviews for 2022. Also, the CEO report is on track for completing Performance Reviews for January 2023.
- f) **Branch Reports** – The CEO reported to the Library Board the Branch reports for February 2023.
- g) **Staff Reports** – The CEO reported to the Library Board the Staff reports for February 2023.
- h) **Simcoe Digital Library Services Update** – The CEO reported to the Library Board an update on the current happenings within the new Simcoe Digital Library Service, which has replaced the Simcoe County Library Cooperative. We are currently in Step 4 of the Services Update of Inventory and Upgrade of existing library computers and identify reporting requirements for the library CEOs and all the other steps have been completed.



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF February 16, 2023

- i) **Reciprocal Membership Agreement Between Bradford West Gwillimbury & NTPL** – The CEO reported to the Library Board the information on the Reciprocal Membership Agreement between Bradford West Gwillimbury & NTPL for Board approval.

Motion: 2023-02-08

Moved: S. MacLellan

Seconded: J.A. Henry

BE IT RESOLVED The CEO reported to the Library Board approves the Reciprocal Membership Agreement between Bradford West Gwillimbury and NTPL as of February 16, 2023 be received.

CARRIED

- j) **Reciprocal Membership Agreement Between Caledon & NTPL** – The CEO reported to the Library Board the information on the Reciprocal Membership Agreement between Caledon & NTPL for Board approval.

Motion: 2023-02-09

Moved: S. MacLellan

Seconded: J.A. Henry

BE IT RESOLVED The CEO reported to the Library Board approves the Reciprocal Membership Agreement between Caledon and NTPL as of February 16, 2023 be received.

CARRIED

- k) **Reciprocal Membership Agreement Between Essa & NTPL** – The CEO reported to the Library Board the information on the Reciprocal Membership Agreement between Essa & NTPL for Board approval.

Motion: 2023-02-10

Moved: S. MacLellan

Seconded: J.A. Henry

BE IT RESOLVED The CEO reported to the Library Board approves the Reciprocal Membership Agreement between Essa and NTPL as of February 16, 2023 be received.

CARRIED



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF February 16, 2023

- l) Reciprocal Membership Agreement Between King & NTPL** – The CEO reported to the Library Board the information on the Reciprocal Membership Agreement between King & NTPL for Board approval.

Motion: 2023-02-11

Moved: S. MacLellan

Seconded: J.A. Henry

BE IT RESOLVED The CEO reported to the Library Board approves the Reciprocal Membership Agreement between King and NTPL as of February 16, 2023 be received.

CARRIED

- m) Reciprocal Membership Agreement Between Base Borden & NTPL** – The CEO reported to the Library Board the information on the Reciprocal Membership Agreement between Base Borden & NTPL for Board approval.

Motion: 2023-02-12

Moved: S. MacLellan

Seconded: J.A. Henry

BE IT RESOLVED The CEO reported to the Library Board approves the Reciprocal Membership Agreement between Base Borden and NTPL as of February 16, 2023 be received.

CARRIED

- n) Physical Plant Policy & Facility Rental Agreement** – The CEO reported to the Library Board an update on the Physical Plant Policy & Facility Rental Agreement where there is minor changes to the wording and for there is more consistency with all three branches highlighted in the Policy. The Chair would like to move this policy to the next meeting to give the Library Board Members more time to read over the policy before approving the changes. Approval of the Policy will be at the next meeting in March.

- o) Employee Vacation Policy** – The CEO reported to the Library Board a new Employee Vacation Policy for Approval. The policy is to recognize equitable vacation practices amongst all employees for full-time and part-time employees in accordance with the Collective Agreement and the Employment Standards Act.



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF February 16, 2023

Motion: 2023-02-13

Moved: D. Carr

Seconded: W. Gabrek

BE IT RESOLVED that the New Tecumseth Library Board approves the Employee Vacation Policy as of 16 February 2023 as presented.

CARRIED

- p) NTPL Statutory Holiday Closures 2023** – The CEO reported to the Library Board the proposed list of Statutory Holiday Closures for 2023, to be implemented at NTPL and Truth and Reconciliation Day (September 30th) to remain open or close.

Motion: 2023-02-14

Moved: S. MacLellan

Seconded: M. Pyper

BE IT RESOLVED that the New Tecumseth Library Board receives the Statutory Holiday Closures list and Truth and Reconciliation Day (September 30th) to stay open dated February 16, 2023, and approves the motion as received.

CARRIED

- q) Motions to Approve Items** – The CEO reported to the Library Board the motions for approval under the CEO's Report dated 16 February 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, Health & Safety, Branch Reports, Staff Reports, Simcoe Digital Library Service Updates, Reciprocal Membership Agreement Between Bradford West Gwillimbury & NTPL, Reciprocal Membership Agreement Between Caledon & NTPL, Reciprocal Membership Agreement Between Essa & NTPL, Reciprocal Membership Agreement Between King & NTPL, Reciprocal Membership Agreement Between King & NTPL, Reciprocal Membership Agreement Between Base Borden & NTPL, Physical Plant Policy & Facility Rental Agreement, Employee Vacation Policy, NTPL Statutory Holiday Closures 2023, and Motions for Board Approval.



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF February 16, 2023

Motion: 2023-02-15

Moved: D. Carr

Seconded: C. Hall

BE IT RESOLVED that the CEO's Report for 16 February 2023 be received and the recommendations therein be approved.

CARRIED

9 Council Representatives Report

Town Council Update: Councilor MacLellan provided a Town Council update to the Library Board Members. There were no updates to report on regarding Library.

10 Information Items/Correspondence

Next Steps Literacy Spelling Bee & FOPL Email: The CEO reported to the Library Board that Library will be participating in the Next Steps Literacy Spelling Bee this year, which will be taking place April 15, 2023 at the Club at Bond Head. The FOPL email is informing the Board Members about vacant positions they currently have at FOPL.

Future Meetings and Locations: The Vice-Chair reported to the Board if the meetings if they can be rotated at the different branches, and if the meetings could be changed to a different week. The Vice-Chair noted that he has a conflict every second month with our board meetings. The next meeting will be held in Tottenham on March 16th. The Board Members introduced themselves to other members of the Board.



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF February 16, 2023

11 Adjournment

Motion: 2023-02-16

Moved: S. MacLellan

Seconded: D. Carr

BE IT RESOLVED that the Library Board Meeting adjourned at 9:10 PM.

CARRIED



M. Pyper, Chair



Jessica Mole, CEO