



# MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD  
FOR THE MEETING OF March 17, 2022

## 1 Members Present

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

### Staff Present

L. Jazwinski, Administrative Assistant

### Regrets

N. Greening

The Chair called the meeting to order at 7:01 PM.

## 2 Confirmation of Agenda and Call to Order

**Motion:** 2022-03-01  
**Moved:** P. Monahan  
**Seconded:** S. MacLellan

**BE IT RESOLVED** that the Agenda for the Meeting of Thursday 17 March 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 17 February 2022

**Motion:** 2022-03-02

Moved: M. Pyper

Seconded: C. Hall

**BE IT RESOLVED** that the Minutes of the Previous Library Board Meeting of 17 February 2022 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:** 2022-03-03

Moved: A. Lacey

Seconded: S. MacLellan

**BE IT RESOLVED** that the following items from the Library Board Meeting Agenda dated Thursday 17 March 2022 be identified for separate discussion:

**Items 8.a.b.c., 9.a. i, ii, iii, iv, v, b. i, and c.**

**CARRIED**

## 7 Adoption of Items not held for Discussion

**Motion:** 2022-03-04

Moved: M. Pyper

Seconded: P. Monahan

**BE IT RESOLVED** that all items on the Library Board Agenda dated Thursday 17 March 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 February 2022
- b) Cheque Register for February 2022
- c) Salaries and Benefits Summary for February 2022

**Motion:** 2022-03-05

Moved: P. Monahan

Seconded: S. MacLellan

**BE IT RESOLVED** that the Financial Reports, the Cheque Register and the Salaries and Benefits Summary for February 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 February 2022. The CEO presented to the Library Board the designs she received for the additional signage for the New Tottenham Branch. The signage is to promote better visibility of Tottenham's new location.
- ii. Circulation, Program Attendance & Library Use Summary for February 2022 – The CEO reported the Library statistics for February 2022. We currently still doing well in our stats and a few things up from January and a few things down. We are seeing the flip back to normal with less circulation of ebooks, audiobooks and more of our patrons are coming in for books. The library's all stats comparisons are doing quite well with our numbers being on par as previous years compared to the last two years.
- iii. Summary from Management Team Meetings February 2022 – The CEO presented to the Library Board a summary from the weekly management team meetings.





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- iv. Human Resources Reporting for February 2022 – The CEO reported on Human Resources; the Library is on track for completing Performance Reviews for February. The CEO mentioned to the Library Board we have a Google Staff Appreciation Space where staff can post chat comments to each other showing their appreciation and staff have been using the space.
- v. Health & Safety – The CEO reported on the COVID Recovery Phased Plan for NTPL for March 2022 with some of the restrictions being lifted by the Ontario Government. Starting next Monday, we will not need a safety plan anymore, or masks and screening staff for symptoms. Masks will be a choice for staff and patrons. We will be going back to in person learning in April or May. The CEO mentioned that some minor maintenance work is being done on branches and the Town has fixed the issues. One issue that is currently in the works to be completed in early spring is additional electrical work at the Tottenham branch for the Makerspace Room to support the equipment from the donation we received from C.R.IC.

## b) Staff Reports

- i. Alliston Memorial Branch Monthly Report – The CEO reported to the Library Board about the Coldest Night of the Year Walk which the staff participated in for the first time this year. Roughly half of our total staff participated, and we raised a total of \$2203.00 from both staff and patron donations.

The CEO reported on the Action Items, Circulation, Program Attendance & In-Library Use Summary, Summary from Management Team Meetings, Human Resources Reporting, Health & Safety and Staff Reports.

**Motion:** 2022-03-06  
**Moved:** S. MacLellan  
**Seconded:** M. Pyper

**BE IT RESOLVED** that the CEO's Report for 17 March 2022 be received and the recommendations therein be approved.

**CARRIED**



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## c) Council Representatives' Report

Town Council Update: Councilor Lacey and Councilor MacLellan reported to the Board that the Town of New Tecumseth has ratified Falkner in Alliston the one behind the NTRC after our Olympic Soccer Gold Medalist Deane Rose. We have designated another hours under the Heritage Committee Act called the Right House in Alliston on Wellington and the owners brought the house back to its original structure. The Administration Centre has about a six week delay because of an issue with an old water tank. The Council is returning to Chambers in April 19<sup>th</sup> after two years and the meetings will start at 6pm instead of 7pm. The Committee has the Mayor Student Bursary has started and the deadline for applications is May 2<sup>nd</sup>. A new permit for a Burger King has been submitted where Canadian Tire is located in Alliston. More information can be found at the Town of New Tecumseth Council Meetings.

**Motion:** 2022-03-07  
**Moved:** S. MacLellan  
**Seconded:** A. Lacey

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

**CARRIED**



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## 12 Adjournment

**Motion:** 2022-03-08

**Moved:** M. Pyper

**Seconded:** P. Monahan

**BE IT RESOLVED** that the Library Board Meeting adjourned at 8:33 PM.

**CARRIED**



M. Pyper, Chair



Jessica Mole, CEO