



# MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD  
FOR THE MEETING OF May 19, 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

## Regrets

C. Hall

The Chair called the meeting to order at 7:10 PM.

## 2 Confirmation of Agenda and Call to Order

The Chair reported to the Library Board to remove two agenda items to better streamline the agenda. The items to be removed is item #5. "Items Held for Discussion" and item #6. "Items Not Held for Discussion". If there are items during the meeting that are not discussed, then it will be recorded in the minutes. One item was added to the Agenda under CEO's Report item #M: Human Resource Policy.

**Motion:** 2022-05-01  
**Moved:** S. MacLellan  
**Seconded:** P. Monahan

**BE IT RESOLVED** that the Agenda for the Meeting of Thursday 19 May 2022 be approved as amended.

**CARRIED**



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

4     **Adoption of the Minutes of Previous Library Board Meeting of 21 April 2022**

**Motion:**         2022-05-02

Moved:         D. Carr

Seconded:       S. MacLellan

**BE IT RESOLVED** that the Minutes of the Previous Library Board Meeting of 21 April 2022 be approved as distributed.

**CARRIED**

8     **Financial Statements**

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

**Motion:**         2022-05-03

Moved:         P. Monahan

Seconded:       N. Greening

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



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## **b) Ongoing Strategic Planning Topics**

- i. Banting Artifacts Agreement – The CEO reported to the Library Board there are no new updates for this month and the topic will be taken off the report as the final Agreement has now been reviewed by the Board.
- ii. Tottenham Branch Grand Opening – The Branch Manager reported an update on the Makerspace Lab they are waiting on the electrical to be installed which will be soon and in time for our Grand Opening. The 3D printers are for use in the main area of the library. The Cricut machines have been used by the seniors group. The CEO provided an update on the signage. Everything 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. Dan Burton from the Town informed the CEO that when it was being built there was no agreed upon plans to put signage there so they don't have it properly infrastructure on the inside and it would void the warranty. The CEO will proceed with the signage once she has the specifics from the Town.
- iii. Technology Plan – The CEO reported to the Library Board there are no new updates to report for this month.
- iv. Friends of the Library – The CEO reported to the Library Board there are no new updates to report for this month.
- v. New Alliston Branch – The CEO reported to the Library Board there are no new updates to report for this month.
- vi. Board Performance Review – The CEO reported to the Library Board there are no new updates to report for this month.





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- c) Circulation, Program Attendance & Library Use Summary for April 2022 – The CEO reported the Library statistics for April 2022 are still going well and programming numbers are going up with our in-person learning come back to the Library. We are seeing new users and user renewals and we are up and over compared to ours stats from the last couple of years.
- d) Summary from Management Team Meetings April 2022 – The CEO presented to the Library Board a summary from the weekly management team meetings.
- e) Human Resources Reporting for April 2022 – The CEO reported on Human Resources; the Library is on track for completing Performance Reviews for April. We have hired eight Student Pages and they have already started in their respective branches. The Director of HR informed the CEO the Library has been included in the 2022-23 employee well-being action plan. There a couple of things the library cannot use which is their employee engagement survey but we can be part of it next year and the other is the staff appreciation barbeque.
- f) Health & Safety – The CEO reported we have partnered with Simcoe Paramedics and over the next three Mondays except Victoria Day all staff will be completing First Aid Training except for the Student Pages. The first week will be the Health and Safety Committee and the rest of the staff will follow. We have an annual contract with them for training and inspecting our defibrillators.
- g) Branch Reports – The CEO reported to the Library Board the Branch reports for April 2022. The Alliston Branch applied for a Community Grant from Walmart for our Book Club sets and they approved a \$1,000.00 grant. The grant money will be arriving soon. Another Grant we applied for was to receive software and we are just waiting for more information from our Technical Services Coordinator. We have approval we will receive the grant shortly. The Seedy Saturday event is happening on Saturday, May 28<sup>th</sup> at the Branch in Beeton and the Manager is inviting the Board members to attend.



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- h) **Motion for Approval to Transfer \$50,000 from General Reserves to Salaries/Wages** – The CEO reported the Library Board moves to transfer \$50,000 from the general reserve to salaries/wages per the approved budget by Council 2022, effective 19 May 2022.

**Motion:** 2022-05-04

Moved: A. Lacey

Seconded: N. Greening

**BE IT RESOLVED** that the New Tecumseth Library Board moves to transfer \$50,000 from the general reserve to salaries/wages per the approved budget by Council 2022, and approves the motion as noted.

**CARRIED**

**Motion for Approval of the Permanent Implementation of Sunday Opening Hours at the Tottenham Branch:** The CEO provided an update to the Library Board about the Operation Hours for Sunday at the Tottenham Branch and recommends the hours remain permanently.

**Motion:** 2022-05-05

Moved: D. Carr

Seconded: S. MacLellan

**BE IT RESOLVED** that the New Tecumseth Library Board receives the report on 19 May 2022 and approves the motion as noted with a review in 2023.

**CARRIED**

- i) **Staff Reports** – The CEO reported to the Library Board the Staff reports for April 2022.



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- j) **Motion for Approval of the Social Media Policy** – The CEO reported to the Library Board the Social Media Policy with the recommendations incorporated into the policy.

**Motion:** 2022-05-06  
**Moved:** S. MacLellan  
**Seconded:** M. Pyper

**BE IT RESOLVED** that the New Tecumseth Library Board receives the Social Media Policy on 19 May 2022 and approves the motion as noted.

**CARRIED**

- k) **Motion for Approval of the Physical Plant Policy** – The CEO reported to the Library Board the Physical Plant Policy with the recommendations incorporated into the policy.

**Motion:** 2022-05-07  
**Moved:** D. Carr  
**Seconded:** S. MacLellan

**BE IT RESOLVED** that the New Tecumseth Library Board receives the Physical Plant Policy on 19 May 2022 and approves the motion as noted.

**CARRIED**

- l) **Motion for Approval of the Right to Disconnect Policy** – The CEO reported to the Library Board the Right to Disconnect Policy. As per Government Regulation an employer with 25 or more employees must have this policy in place by the beginning of June 2022.

**Motion:** 2022-05-08  
**Moved:** M. Pyer  
**Seconded:** A. Lacey

**BE IT RESOLVED** that the New Tecumseth Library Board receives the Right to Disconnect Policy on 19 May 2022 and approves the motion as noted.

**CARRIED**





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- m) **Motion for Approval of the Diversity and Inclusion Policy** – The CEO reported to the Library Board the Diversity and Inclusion Policy. The Library should have a policy in place based on some concerns they have received from the public about the Drag Queen Storytime being offered at the branch in Tottenham.

**Motion:** 2022-05-09

Moved: N. Greening

Seconded: S. MacLellan

**BE IT RESOLVED** that the New Tecumseth Library Board receives the Diversity and Inclusion Policy on 19 May 2022 with recommendations to the CEO and approves the motion as noted.

**CARRIED**

- n) **Reciprocal Membership Agreement Planning** – Public Libraries in Simcoe County – The CEO reported to the Library Board the Reciprocal Membership Agreement prepared by the Simcoe County Library Co-op to review. This agreement is to make the transition from the Co-op to the new Information Library Service as smooth as possible. The Library Board will provide feedback to the CEO and more information will be provided at the next meeting in June.
- o) **Motions to Approve Items** – The CEO reported to the Library Board the motions for approval under the CEO's Report dated 19 May 2022.
- p) **Updated Human Resources Policy** – The CEO reported to the Library Board the Updated Human Resources Policy. The CEO spoke with the Director of HR about the wording in our policy relating to hiring relatives. The Director of HR mentioned the wording is discriminatory. The recommended wording relates to our Volunteer Policy where it states that a new hire cannot report directly to their relative. The Library Board agrees the current policy is discriminatory and suggests some minor changes to the wording the CEO presented.



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**Motion:** 2022-05-10

Moved: D. Carr

Seconded: A. Lacey

**BE IT RESOLVED** that the New Tecumseth Library Board receives the Updated Human Resources Policy on 19 May 2022 with recommendations to the CEO and approves the motion as noted.

**CARRIED**

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, Sunday Hours Report, Social Media Policy, Physical Plant Policy, Right to Disconnect Policy, Diversity and Inclusion Policy, Reciprocal Membership Agreement Planning – Public Libraries in Simcoe County, Updated Human Resource Policy and Motions to Approve Items i & m.

**Motion:** 2022-05-11

Moved: M. Pyper

Seconded: S. MacLellan

**BE IT RESOLVED** that the CEO's Report for 19 May 2022 be received and the recommendations therein be approved.

**CARRIED**

## 10 Council Representatives Report

Town Council Update: Councilor Lacey and Councilor MacLellan reported to the Board there was nothing to report from the Town Council Meeting that related to the Library.

**Motion:** 2022-05-12

Moved: D. Carr

Seconded: A. Lacey

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

**CARRIED**





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## 11 Adjournment

**Motion:** 2022-05-13  
**Moved:** P. Monahan  
**Seconded:** S. MacLellan

**BE IT RESOLVED** that the Library Board Meeting adjourned at 8:50 PM.

**CARRIED**



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M. Pyper, Chair



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Jessica Mole, CEO