



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF September 15, 2022

1 Members Present

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

Staff Present

L. Jazwinski, Administrative Assistant

Regrets

N. Greening
P. Monahan

The Chair called the meeting to order at 7:05 PM.

2 Confirmation of Agenda and Call to Order

The CEO reported there is one item to add to the agenda under CEO's Report under Human Resources for September 19th Holiday and ILLS Donation under CEO's Report under New County Information Library Services.

Motion: 2022-09-01
Moved: A. Lacey
Seconded: S. MacLellan

BE IT RESOLVED that the Agenda for the Meeting of Thursday 15 September 2022 be approved as amended.

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 21 July 2022

Motion: 2022-09-02

Moved: S. MacLellan

Seconded: C. Hall

BE IT RESOLVED that the Minutes of the Previous Library Board Meeting of 21 July 2022 be approved as presented.

CARRIED

5 Financial Statements

a) Financial Report for July and August 2022

b) Cheque Register for July and August 2022

c) Salaries and Benefits Summary for July and August 2022

Motion: 2022-09-03

Moved: S. MacLellan

Seconded: C. Hall

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

b) Ongoing Strategic Planning Topics

- i. Staff Training Day Ideas for Cultural Competency & Inclusive Language: The CEO reported to the Library Board that on Monday, August 29, 2022, NTPL had a training day on Cultural Competency and Inclusive Language



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and we had a good amount of staff that were present for the training. An exercise that was part of the training involved staff work in groups to come up with ideas for NTPL to move forward in its goal of providing inclusive service to all our patrons. NTPL will look at some of the ideas we can incorporate providing inclusive services that reflect our community.

- 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 the next opportunity for outreach for recruiting Friends will be during the Beeton Fall Fair taking place on Saturday, September 17th. Next steps is working with the Marketing and Promotions Committee to organize an event in October or November to recruit Friends at each of the branches. We currently have two community members who have submitted their Friends application.
 - iv. New Alliston Branch – The CEO reported to the Library Board she is working on a proposal for the Town & Economic Development Officer, per a Working Session attended in July to highlight a need for a new branch with more square footage than originally decided. The CEO will present more information at the next Board meeting in October. Next steps will happen in the coming weeks.
 - v. Board Performance Review – The CEO reported to the Library Board there are no new updates to report for this month and will look at Board goals next month.
 - vi. Strategic Plan – The CEO reported to the Library Board that she shortened the plan by reformatting it but did not remove any of the content. The plan has the same font and colours of our logo and we will post it on our website.
- c) **Circulation, Program Attendance & Library Use Summary for July & August 2022** – The CEO reported the Library statistics for August 2022 are still going well and programming numbers are going up and over our 2019 stats with our in-person learning and patrons coming back to the Library. We did see a drop in some stats in August, which can be due to summer vacations.



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- d) **Summary from Management Team Meetings July & August 2022** – The CEO presented to the Library Board a summary from the weekly management team meetings.
- e) **Human Resources Reporting for July & August 2022** – The CEO reported on Human Resources; the Library is on track for completing Performance Reviews for July and August. The CEO mentioned they had their first meeting for negotiations for the Collective Agreement and provided the Board with an update on the meeting and any recommendations from the Board be provided to the CEO.

The CEO reported to the Library Board she received a letter of understanding from the Union about the Federal Holiday for September 19th for National Day of Mourning for the Queen's passing. It states in their Collective Agreement that employees are entitled to all Federal Holidays. The Director of Human Resources from the Town of New Tecumseth suggested we should treat the holiday the same as Truth and Reconciliation. The Chair to Library Board did bring to the attention this is not a Statutory holiday and is only day off for Federal employees. The day off will only happen once and other Provinces are recognizing the day as the same as Remembrance Day. The Chair and Library Board agreed for the CEO to follow up with the Director of Human Resources and Legal.

- f) **Health & Safety** – The CEO reported to the Library Board that there is nothing new to report for the month of July & August 2022.
- g) **Branch Reports** – The CEO reported to the Library Board the Branch reports for July & August 2022. We are looking at having our next 1½-day training session that is for mental wellness for November and having a Christmas event in the afternoon. More details for time and day need to be determined.
- h) **Staff Reports** – The CEO reported to the Library Board the Staff reports for July & August 2022.



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- 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. Each public library may define custom terms after they have signed the agreement to confirm their participation. Libraries can determine to reserve e-resources, ILL Services, or programs for their township residents. The Board members discussed deferring this item until October, when the CEO can provide more information.
- 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. They are putting together a new IT Sub-Committee for software and digital aspects and will be talking about subscriptions at the meeting in October. Simcoe Digital Library Service is the new name instead of ILLS. The CEO will provide more information at the next meeting in October.

The CEO has reported to the Library Board that a toolkit for all the Simcoe Libraries for Advocacy outreach initiative during the election season where all the libraries will do the same thing; why libraries are important with a tag line better libraries, better communities, better world. More information will be provided for the process for the initiative. However, they are looking for donations from the libraries to promote this initiative. The CEO is requesting from the Library Board how much of a donation the library should make for this initiative. The Library has agreed to make a donation based on the recommendation from the CEO.

Motion: 2022-09-04
Moved: C. Hall
Seconded: M. Pyper



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BE IT RESOLVED that the New Tecumseth Library Board approves the motion to allow the CEO to give a donation of \$1000.00 towards Advocacy Initiative for Simcoe County Libraries as of 15 September 2022 be approved.

CARRIED

- k) **Non-Union Service Recognition Policy** – The CEO reported to the Library Board the information on the new Non-Union Service Recognition Policy. The policy is to establish recognition guidelines to contribute to a supportive work environment that promotes the attraction and retention of committed and engaged employees. The policy applies to only non-Union employees. Employees in the Bargaining Unit shall refer to the Service Recognition policies and procedures agreed upon in the Collective Agreement between the New Tecumseth Library Board and the Canadian Union of Public Employees (CUPE) and its local 905.04.

Motion: 2022-09-05

Moved: M. Pyper

Seconded: A. Lacey

BE IT RESOLVED that the New Tecumseth Library Board approve the motion to approve the Non-Union Service Recognition Policy as of 15 September 2022.

CARRIED

- l) **Non-Union Salary Administration Policy** – The CEO reported to the Library Board the information on the new Non-Union Salary Administration Policy. The policy is to establish the inclusion of the non-Union employees in the Town's salary administration procedures. The policy serves to officialize past practice.

Motion: 2022-09-06

Moved: M. Pyper

Seconded: A. Lacey

BE IT RESOLVED that the New Tecumseth Library Board approves the motion of the Non-Union Salary Administration Policy as of 15 September 2022.

CARRIED



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- m) **Employee Electronic Monitoring Policy** – The CEO reported to the Library Board the information on the new Employee Electronic Monitoring Policy. The policy is per the Employment Standards Act as workplaces with more than 25 employees are required to have a written Employee Electronic Monitoring Policy in place. The policy is to ensure that various methods of monitoring employee output is adhered too if working at home.

Motion: 2022-09-07
Moved: M. Pyper
Seconded: S. MacLellan

BE IT RESOLVED that the New Tecumseth Library Board approve the motion to approves the Employee Electronically Monitoring Policy as of 15 September 2022.

CARRIED

- n) **Motions to Approve Items** – The CEO reported to the Library Board the motions for approval under the CEO's Report dated 15 September 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, Non-Union Service Recognition Policy, Non-Union Salary Administration Policy, Employee Electronically Policy and Motions to Approve Items.

Motion: 2022-09-08
Moved: C. Hall
Seconded: A. Lacey

BE IT RESOLVED that the CEO's Report for 15 September 2022 be received and the recommendations therein be approved.

CARRIED



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7 Council Representatives Report

Town Council Update: Councilor MacLellan reported to the Board information from their Town Council Meeting. More information from the meetings is listed in the minutes posted on the Town of New Tecumseth website.

Motion: 2022-09-09

Moved: C. Hall

Seconded: A. Lacey

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

CARRIED

11 Adjournment

Motion: 2022-09-11

Moved: M. Pyper

Seconded: D. Carr

BE IT RESOLVED that the Library Board Meeting adjourned at 8:38 PM.

CARRIED


M. Pyper, Chair


Jessica Mole, CEO