MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF May 4, 2026

1 Members Present

W. Gabrek, Chair
D. Carr, Vice Chair
R. Fedderson
C. Hall
J.A. Henry
J. Mole, CEO, Secretary and Treasurer

Staff

L. Jazwinski, Administrative Assistant

Absent

S. MacLellan, Deputy Mayor
C. McMillan

The Chair called the meeting to order at 7:04 PM.

2 Confirmation of Agenda and Call to Order

The CEO informed the Library Board the A. Desai from Monteith Brown and R. Vespa from Rose Vespa Consulting will be attending the next meeting on the 27th of May 2026. The agenda is revised from April 27th to May 4th, 2026, due to quorum.

Motion: **2026-05-01**
Moved: R. Fedderson
Seconded: J.A. Henry

BE IT RESOLVED THAT the Agenda for the Meeting of May 4, 2026, be approved as amended.

CARRIED

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

4 Adoption of the Minutes of the Previous Library Board Meeting on 25 March 2026

Motion: **2026-05-02**
Moved: D. Carr
Second: R. Fedderson

BE IT RESOLVED THAT the Minutes of the Previous Library Board Meeting of 25 March 2026, be approved as presented.

CARRIED

5 Adoption of the Minutes of the Special Library Board Meeting on 30 March 2026

Motion: **2026-05-03**
Moved: R. Fedderson
Second: J.A. Henry

BE IT RESOLVED THAT the Minutes of the Special Library Board Meeting of 30 March 2026, be approved as presented.

CARRIED

6 Financial Statements

- **a. Financial Report for March 2026**
- **b. Cheque Register for March 2026**
- **c. Purchasing Card Report for March 2026**
- **d. Salaries & Benefits Summary for March 2026**

Motion: **2026-05-04**
Moved: D. Carr
Seconded: W. Gabrek

BE IT RESOLVED THAT the Financial Reports March 2026, the Cheque Register, the Purchasing Card Report and the Salaries and Benefits Summary for 2026 for Board Approval for May 5, 2026, be received.

CARRIED

7 Strategic Plan Updates

a. Future Board Initial Goals/CEO Goals: The Board updated their goals of what they want to accomplish before the end of their term in 2026. Management has started the review of HR Policies and has several to be approved for the Board at the March meeting and going forward at future meetings. The CEO has provided the Board with a list of the policies in the HR Policy subfolder with notes as to what Management is reviewing.

b. Recreation, Culture, and Library Action Plan (RCLAP): The consultants will be sharing their survey findings with the Board at the meeting in May and their next steps for the RCLAP for a final review in the summer of 2026.

c. It is still suggested to complete the Strategic Plan, Technology Plan, Marketing and Promotions Plan and Staff Plan in 2026 when the consultants for the RCLAP have received feedback from the community in addition to what we received during our feedback process in summer 2026. The CEO mentioned to the Library Board the Strategic Plan to go from 2027 to 2032 and the discussion the Strategic Plan is deferred to the next meeting on May 27, 2026.

d. **Create a Strategic Plan Subcommittee for the Board**: The CEO presented the motion for the Board to create a subcommittee to work on the new Strategic Plan using feedback from consultants, staff and the public.

Motion: **2026-05-05**
Moved: D. Carr
Seconded: J.A. Henry

BE IT RESOLVED that the New Tecumseth Public Library Board Strategic Plan Subcommittee is created with members agreed upon during the meeting, date May 5, 2026.

CARRIED

e. **Library Board Bylaw**: The CEO presented the Library Board Bylaw for discussion. The library board agreed to defer Library Board Bylaw for approval to the next meeting on May 27, 2026.

f. **Updated Remote Work Policy:** The CEO presented the Remote Work Policy for discussion.

Motion: **2026-05-06**
Moved: J.A. Henry
Seconded: R. Fedderson

BE IT RESOLVED that the New Tecumseth Public Library Board approves the Remote Work Policy as amended, dated May 4, 2026.

CARRIED

g. **Updated Employee Code of Conduct Policy:** The CEO presented the Employee Code of Conduct Policy for discussion.

Motion: **2026-05-07**
Moved: D. Carr
Seconded: R. Fedderson

BE IT RESOLVED that the New Tecumseth Public Library Board approves the Employee Code of Conduct Policy as amended, dated May 4, 2026.

CARRIED

h. **Updated Volunteer Policy:** The CEO presented the Volunteer Policy for discussion.

Motion: **2026-05-08**
Moved: W. Gabrek
Seconded: J.A. Henry

BE IT RESOLVED that the New Tecumseth Public Library Board approves the Volunteer Policy as amended, dated May 4, 2026.

CARRIED

i. **Updated Co-Op Student & Intern Student Policy:** The CEO presented the Co-Op Student & Intern Policy for discussion.

Motion: **2026-05-09**
Moved: R. Fedderson
Seconded: J.A. Henry

BE IT RESOLVED that the New Tecumseth Public Library Board approves the Co-Op Student & Intern Policy as amended, dated May 4, 2026.

CARRIED

j. **Updated Friends of the Library Policy:** The CEO presented the Friends of the Library Policy for discussion.

Motion: **2026-05-10**
Moved: R. Fedderson
Seconded: D. Carr

BE IT RESOLVED that the New Tecumseth Public Library Board approves the Friends of the Library Policy as amended, dated May 4, 2026.

CARRIED

Motion: **2026-05-11**
Moved: J.A. Henry
Seconded: W. Gabrek

BE IT RESOLVED THAT the Strategic Plan Updates report for May 4, 2026, be received as presented.

CARRIED

8 Staff Reports

a. **Summary from Management Team Meetings March 2026:** The CEO presented the Summary from Management Team Meetings report from March 2026.

b. **Monthly Library Use Report March 2026**: The CEO presented the statistics from March 2026.

c. **Branch Reports**: The CEO presented the Branch reports from March 2026. Seedy Saturday was a good success with 757 attending the event. The Beeton branch had their Library Living Room continued in March with ongoing viewing of the Paralympic Winter Games for patrons to watch and in total we had 58 patrons viewing the games.

d. **Staff Reports**: The CEO presented the Staff reports from March 2026. We will be having our Staff training, which is scheduled for May 25, 2026, will be taking place at the New Tecumseth Recreation Centre in Alliston.

Motion: **2026-05-12**
Moved: J.A. Henry
Seconded: R. Fedderson

BE IT RESOLVED THAT the Staff Reports for May 4, 2026, be received, and the recommendations therein be approved.

CARRIED

9 Friends of the Library

The CEO Reported to the Library Board updates on the Friends of NTPL, which was rescheduled from April 16 to April 23 via Teams. We had 2 people from Contact attend, plus the CEO and Board Member R. Fedderson. The representatives from Contact further discuss the raffle to be held from May to August. Wanting to launch the raffle at Honey Festival and are looking for prizes from the community for the raffle. The Board member R. Fedderson with the help of the CEO and the Town of setting up a Zeffy account. A LinkedIn page has been created. The next Friends meeting is scheduled for May 21 at 7:00pm via Teams, which is the Annual General Meeting.

Motion: **2026-05-13**
Moved: J.A. Henry
Seconded: D. Carr

BE IT RESOLVED THAT the Friends of the Library Report for May 4, 2026, be received as presented.

CARRIED

10 Information Items/Correspondence/Open Discussion

Council Representative Report: Councilor W. Gabrek provided Town Council updates and reported to the Library Board Members.

Motion: **2026-05-14**
Moved: J.A. Henry
Seconded: R. Fedderson

BE IT RESOLVED THAT the Information Items/Correspondence for May 4, 2026, be received. **CARRIED**

11 Motion to Move In Camera

Pertaining to an Identifiable Individual
Motion: **2026-05-15**
Moved: D. Carr
Seconded: W. Gabrek

BE IT RESOLVED that the Library Board Meeting move In-Camera to discuss information pertaining to identifiable individuals, dated May 4, 2026.

CARRIED

Motion: **2026-05-16**
Moved: J.A. Henry
Seconded: D. Carr

BE IT RESOLVED that the Library Board Rise to Report.

CARRIED

Motion: **2026-05-17**
Moved: J.A. Henry
Seconded: D. Carr

BE IT RESOLVED that the Library Board approved the confidential direction to the CEO.

CARRIED

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12 Adjournment

Motion: **2026-05-18**
Moved: R. Fedderson
Seconded: W. Gabrek

BE IT RESOLVED THAT the Library Board Meeting adjourned at 8:43 PM.

CARRIED

W. Gabrek

Wendy Gabrek, Chair

Jessica Mole, CEO