



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF October 20, 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. Whittemore, Branch Manager
L. Jazwinski, Administrative Assistant

Guests Present

K. Nuhn, Hicks Morley

Regrets

P. Monahan

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

2 Confirmation of Agenda and Call to Order

The Library Board Chair and the CEO has two items to add to the agenda under CEO's Report Future Library Board Meetings and Advocacy.

Motion: 2022-10-01

Moved: A. Lacey

Seconded: N. Greening

BE IT RESOLVED that the Agenda for the Meeting of Thursday 20 October 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 15 September 2022

Motion: 2022-10-02

Moved: S. MacLellan

Seconded: M. Pyper

BE IT RESOLVED that the Minutes of the Previous Library Board Meeting of 15 September 2022 be approved as presented.

CARRIED

5 Financial Statements

a) Financial Report for September 2022

b) Cheque Register for September 2022

c) Salaries and Benefits Summary for September 2022

Motion: 2022-10-03

Moved: S. MacLellan

Seconded: D. Car

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

b) Ongoing Strategic Planning Topics

- i. Technology Plan – The CEO reported to the Library Board she would begin working on the technology plan to be implemented at all three



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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 is recruiting is ongoing and will be able to provide an update at the next meeting for the event we had tonight. 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, to highlight a need for a new branch with more square footage than originally decided. Next steps will happen in the coming weeks.
 - iv. 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 with the new Board. 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 October 2022** – The CEO reported the Library statistics for September 2022 are still going well and programming numbers are getting close to our 2019 stats.
 - d) **Summary from Management Team Meetings October 2022** – The CEO presented to the Library Board a summary from the weekly management team meetings.
 - e) **Human Resources Reporting for October 2022** – The CEO reported on Human Resources; the Library is on track for completing Performance Reviews for September 2022. The CEO mentioned our ongoing partnership with the Canadian Ontario Mental Health Association to provide help in any given situations where staff are not able to help.
 - f) **Health & Safety** – The CEO reported to the Library Board that there is nothing new to report for the month of September 2022.
 - g) **Branch Reports** – The CEO reported to the Library Board the Branch reports for September 2022.



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- h) **Staff Reports** – The CEO reported to the Library Board the Staff reports for September 2022.
- i) **Draft Budget 2023** – The CEO reported to the Library Board the Draft Budget for 2023 for approval.

Motion: **2022-10-04**

Moved: S. MacLellan

Seconded: D. Carr

BE IT RESOLVED that the New Tecumseth Library Board approves the DRAFT 2023 Operating and Capital Budget dated 20 October 2022 which includes a Town Grant of \$1,900,877.00 and that the 2023 Library Operating and Capital Budget be forwarded to the Town of New Tecumseth for consideration in the Budget deliberations.

CARRIED

- j) **Reciprocal Membership Agreement & Brochure** – The CEO reported to the Library Board an update on the Reciprocal Membership Agreement and Brochure. We are currently in Step 3 of the Reciprocal Agreement and each public library may define their custom terms after they have signed the agreement to confirm their participation. Libraries may determine to reserve e-resources, ILL Services, or programs for their township residents. The agreement will have a 5-year term. Any existing Reciprocal Agreements can continue background agreements (to offer service stability regardless of the proposed 5-year refreshment period). NTPL can still delay a decision until more information about the Library's fit in the current Co-op ILS.
- k) **Reciprocal Membership Agreement Between Innisfil & NTPL** – The CEO reported to the Library Board the information on the Reciprocal Membership Agreement between Innisfil & NTPL for Board approval.

Motion: **2022-10-05**

Moved: M. Pyper

Seconded: C. Hall



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BE IT RESOLVED The CEO reported to the Library Board approves the Reciprocal Membership Agreement between Innisfil and NTPL as of October 20, 2022 be received.

CARRIED

- l) Simcoe Digital Library Services Updates** – The CEO reported to the Library Board an update on the Simcoe Digital Services where they have announced the management team for this project. Most objectives are still ongoing. The CEO can provide more information at the next meeting.
- m) Remote Working Policy & Appendix** – The CEO reported to the Library Board the information on the new Remote Working Policy. The policy is to recognize that in specific circumstances, it can be necessary or advantageous for staff to perform some of their duties remotely and is enacted as an aid to determine when work may be accomplished remotely.

Motion: 2022-10-06

Moved: N. Greening

Seconded: C. Hall

BE IT RESOLVED that the New Tecumseth Library Board approves the Remote Working Policy as of 20 October 2022.

CARRIED

- n) Motions to Approve Items** – The CEO reported to the Library Board the motions for approval under the CEO's Report dated 20 October 2022.
- o) Future Library Board Meetings** – The Library Board Chair has concerns with it being an election year and there will be no future meetings until a new board has been appointment is how will the financial statements and any other information is going to be reviewed for the remainder of the year. The Board suggested for the CEO reach out to the Town Clerk to see what the process is for meetings in an election year. The Chair has decided to meet once a month with the CEO to review the financial statements until a new Board has been appointment.

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, Draft Budget 2023, Reciprocal Membership



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Agreement & Brochure, Reciprocal Membership Agreement Between Innisfil & NTPL, Simcoe Digital Library Services Updates, Remote Working Policy & Appendix, Motions to Approve and Future Library Board Meeting Items.

Motion: 2022-10-07

Moved: D. Carr

Seconded: S. MacLellan

BE IT RESOLVED that the CEO's Report for 20 October 2022 be received and the recommendations therein be approved.

CARRIED

7 Council Representatives Report

Town Council Update: Councilor MacLellan and Councilor Lacey had no updates to the Council Representatives Report.

9 Trustee Report

Trustee Report Update: The Chair reported OLS had various meetings and there is no report to provide an update. Sometime in 2023 a report will be presented.

10 In Camera

- i. Renewal Collective Agreement Ratification Update

Motion: 2022-10-08

Moved: S. MacLellan

Seconded: D. Carr

BE IT RESOLVED that the Library Board Meeting move In Camera to discuss the CEO's recommendation for the negotiations for the renewal of the Collective Agreement.

CARRIED



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Motion: 2022-10-09
Moved: M. Pyper
Seconded: S. MacLellan

BE IT RESOLVED that the Library Board Rise to Report.

CARRIED

Motion: 2022-10-10
Moved: D. Carr
Seconded: N. Greening

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


CARRIED

11 Adjournment

Motion: 2022-10-11
Moved: S. MacLellan
Seconded: C. Hall

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

CARRIED



M. Pyper, Chair



Jessica Mole, CEO