



# MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD  
FOR THE MEETING OF February 5, 2026

## 1 Members Present

W. Gabrek, Chair  
D. Carr, Vice Chair  
R. Fedderson  
J.A. Henry  
J. Mole, CEO, Secretary and Treasurer  
S. MacLellan, Deputy Mayor  
C. McMillan

### Staff

L. Jazwinski, Administrative Assistant

### Absent

C. Hall

### Guest

A. Desai – Monteith Brown

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

## 2 Confirmation of Agenda and Call to Order

**Motion:** 2026-02-01  
Moved: R. Fedderson  
Seconded: S. MacLellan

**BE IT RESOLVED THAT** the Agenda for the Meeting of February 5, 2026, 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 Presentation from A. Desai, Monteith Brown for Board Project Update Session for Recreation, Culture and Library Action Plan

A. Desai presented the Project Update to the Library Board regarding the action plan for the library.

**Motion: 2026-02-02**  
Moved: J.A Henry  
Seconded: R. Fedderson

**BE IT RESOLVED** the presentation for the Board the Project Update for the Recreation, Culture and Library Action Plan for February 5, 2026, be received as presented.

**CARRIED**

## 5 Adoption of the Minutes of the Previous Library Board Meeting on 26 November 2025

**Motion: 2026-02-03**  
Moved: D. Carr  
Second: S. MacLellan

**BE IT RESOLVED THAT** the Minutes of the Previous Library Board Meeting of 26 November 2025, be approved as presented.

**CARRIED**

## 6 Financial Statements

- a. **Financial Report for November & December 2025**
- b. **Cheque Register for November & December 2025**
- c. **Purchasing Card Report for November & December 2025**
- d. **Salaries & Benefits Summary for November & December 2025**

- e. **Motion to Deposit Revenue into Grants and Donations Reserve:**  
The CEO presented the motion to deposit the revenue earned from the Friends of the New Tecumseth Public Library in 2025, in the amount of \$2,375.51, into the Grants and Donations Reserve to be added to the total amount the Friends have raised.

Motion: **2026-02-04**  
Moved: R. Fedderson  
Seconded: D. Carr



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**BE IT RESOLVED** that the New Tecumseth Public Library Board approves the motion as presented, dated February 4, 2026.

**CARRIED**

- f. **Motion to Withdraw Expenses from the Grants and Donations Reserve:** The CEO presented the motion to withdraw the expenses generated from the Friends of the New Tecumseth Public Library in 2025, in the amount of \$470.57, from the Grants and Donations Reserve.

Motion: **2026-02-05**  
Moved: W. Gabrek  
Seconded: C. McMillan

**BE IT RESOLVED** that the New Tecumseth Public Library Board approves the motion as presented, dated February 4, 2026.

**CARRIED**

- g. **Motion to Move CRIC Donation Grants and Donations into the Capital Reserve:** The CEO presented the motion to move CRIC Donation of \$25,000.00 from the Grants and Donations Reserve to the Capital Reserve.

Motion: **2026-02-06**  
Moved: D. Carr  
Seconded: R. Fedderson

**BE IT RESOLVED** that the New Tecumseth Public Library Board approves the motion as presented, dated February 4, 2026.

**CARRIED**

**Motion: 2026-02-07**  
Moved: S. MacLellan  
Seconded: J.A. Henry

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

**CARRIED**



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## 7 Strategic Plan Updates

- a. Future Board Initial Goals/CEO Goals: The CEO is continuing to evaluate and expand programs/services offered at NTPL. The Board decided to review and update their goals of what they want to accomplish before the end of their term in 2026. The Vice-Chair and the Board agreed to put dates on goals they would like to accomplish before the next Municipal election in 2026.
- b. Recreation, Culture, and Library Action Plan (RCLAP): The initial meetings took place on September 5<sup>th</sup>, 10<sup>th</sup> and 19<sup>th</sup>. The RCLAP launch was on October 22<sup>nd</sup> and in early November we had over 600 submissions. On November 18<sup>th</sup> staff and management participated in separate roundtables for feedback. All three branches were used as pop-up locations for public feedback. The consultants are present for a one-hour workshop to the Board at the November 26<sup>th</sup> meeting. The consultants shared their survey findings with the Board at the meeting on February 5<sup>th</sup> and their next step is to prepare the draft for RCLAP for review.
- c. It is still suggested to complete the Strategic Plan in 2026 when the consultants for the RCLAP have receive feedback from the community in addition to what we received during our feedback process in summer 2026.
- d. **Performance Review Template** – The CEO presented the Library Board the updated Performance Review Template discussion and approval.

**Motion: 2026-02-08**

Moved: D. Carr

Seconded: S. MacLellan

**BE IT RESOLVED THAT** the New Tecumseth Public Library Board approves the Performance Review Template as presented date February 5, 2026.

**CARRIED**



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- e. **Camera Policy** – The CEO presented the Library Board with the updated Circulation Policy for Board Approval.

**Motion:** 2026-02-09

**Moved:** J.A. Henry

**Seconded:** S. MacLellan

**BE IT RESOLVED THAT** the New Tecumseth Public Library Board approves the Circulation Policy as amended date February 5, 2026.

**CARRIED**

**Motion:** 2026-02-10

**Moved:** C. McMillan

**Seconded:** D. Carr

**BE IT RESOLVED THAT** the Strategic Plan Updates report for February 5, 2026, be received as presented.

**CARRIED**

## 8 Staff Reports

- a. **Summary from Management Team Meetings November and December 2025:** The CEO presented the Summary from Management Team Meetings report from November & December 2025.
- b. **Monthly Library Use Report November & December 2025:** The CEO presented the statistics from November & December 2025.
- c. **Branch Reports:** The CEO presented the Branch reports from November & December 2025. The CEO shared some upcoming special events.
- d. **Staff Reports:** The CEO presented the Staff reports from November & December 2025.

**Motion:** 2026-02-11

**Moved:** J.A. Henry

**Seconded:** C. McMillan

**BE IT RESOLVED THAT** the Staff Reports for February 5, 2026, be received, and the recommendations therein be approved.

**CARRIED**



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## 9 Friends of the Library

The CEO Reported to the Library Board updates on the Friends of NTPL, which was held on January 22nd via Teams. We had five people indicated they would attend the meeting and only two showed. Friends have raised \$2,301 and spent \$470 in 2025. The CEO will send a follow-up email to the Friends group asking for volunteers for the Rotary Club Volunteer Fair and ask them to think of agenda items for the next meeting. Still ongoing discussion from the Board to assist the growth of the Friends. One of our Library Board members committed to attending all the meetings for 2026. The next meeting is scheduled for February 19, 2026, at 7:00pm via Teams.

**Motion: 2026-02-12**

Moved: D. Carr

Seconded: S. MacLellan

**BE IT RESOLVED THAT** the Friends of the Library Report for February 5, 2026, be received as presented. **CARRIED**

## 10 Information Items/Correspondence/Open Discussion

**Council Representative Report:** Chair & Councillor W. Gabrek provided Town Council updates and reported to the Library Board Members.

**Motion: 2026-02-13**

Moved: J.A. Henry

Seconded: R. Fedderson

**BE IT RESOLVED THAT** the Information Items/Correspondence for February 5, 2025, be received. **CARRIED**

## 11 In Camera

Collections Agency Services Report

**Motion: 2026-02-14**

Moved: D. Carr

Seconded: S. MacLellan



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**BE IT RESOLVED** that the Library Board Meeting move In Camera to deal with three Personnel Issues Pertaining to Identifiable Individuals.

**CARRIED**

**Motion: 2026-02-15**

Moved: J.A. Henry

Seconded: D. Carr

**BE IT RESOLVED** that the Library Board Rise to Report

**CARRIED**

**Motion: 2026-02-16**

Moved: S. MacLellan

Seconded: R. Fedderson

**BE IT RESOLVED** that the Library Board dealt with Collections Agency Services Report and that the confidential direction to the CEO and the Library Board Chair be approved.

**CARRIED**

## 12 Adjournment

**Motion: 2026-02-17**

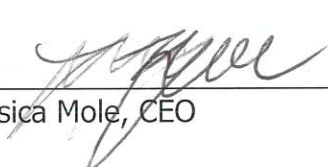
Moved: J.A. Henry

Seconded: S. MacLellan

**BE IT RESOLVED THAT** the Library Board Meeting adjourned at 8:28 PM.

**CARRIED**

  
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D. Carr, Vice Chair

  
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Jessica Mole, CEO