



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF January 22, 2025

1 Members Present

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

Staff

L. Jazwinski, Administrative Assistant

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

2 Confirmation of Agenda and Call to Order

The Vice-Chair and the Board members moved the Motion for Election of Library Board Chair/Appointment of Officers & Orientation to the end of the agenda.

Motion: 2025-01-01
Moved: S. MacLellan
Seconded: C. Hall

BE IT RESOLVED that the Agenda for the Meeting of Wednesday 22 January 2025 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 Previous Library Board Meeting 27 November 2024

Motion: 2025-01-02
Moved: D. Carr
Seconded: S. MacLellan

BE IT RESOLVED that the Minutes of the Previous Library Board Meeting of 27 November 2024 be approved as presented.

CARRIED



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5 Financial Statements

- a) **Financial Report for November & December 2024**
- b) **Cheque Register for November & December 2024**
- c) **Purchasing Card Report for November & December 2024**
- d) **Salaries and Benefits Summary for November & December 2024**

Motion: 2025-01-03

Moved: W. Gabrek

Seconded: S. MacLellan

BE IT RESOLVED that the Financial Reports, the Cheque Register, the Purchasing Card Report, and the Salaries and Benefits Summary for November and December 2024 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 November & December 2024.

b. Ongoing Strategic Planning Topics

- i. Technology Plan – The CEO reported to the Library Board a draft Technology Plan for review which would be implemented for all three branches to ensure all technology is updated as required. The baseline does include an inventory confirmed by IT which is incorporated with the rest of the plan. The plan seeks to provide a strategy for the effective and efficient use of current and future technologies. The plan will be revised to correspond with the Library's Strategic Plan.
- ii. New Alliston Branch – The CEO reported to the Library Board there are no new updates for this month. The next Subcommittee meeting will be scheduled in the new year to discuss the next steps and the vision of what we would like the new library to look like. The plan is to start building the new branch in 2031 based on \$5.8 million for 10,000 square feet which was asked for in 2020.



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The 2026 Development Charges Study is the best time to present our case for more square feet, but as changing what we ask will change the timeline, it is better to plan now. This will be an ongoing item with updates to come at a future meeting.

- iii. Future Board Initial Goals/CEO Goals – The CEO reported to the Library Board the continued discussion Board and CEO goals. The last of the Library Policies to review are the Human Resources Policies, which the CEO recommended should be done as part of a Board Subcommittee due to the work involved. The Board agrees to have three members on the Subcommittee. The members who volunteered for the Subcommittee are D. Carr, S. MacLellan, J.A. Henry and W. Gabrek (backup as needed).

Motion to form HR Policy Subcommittee – The CEO reported to the Library Board the motion to form the Subcommittee of the Board to review and update all HR Policies.

Motion: **2025-01-04**
Moved: S. MacLellan
Seconded: D. Carr

BE IT RESOLVED that the New Tecumseth Public Library Board approves to form an HR Policy Subcommittee, dated 22 January 2025. The Meeting dates to be discussed separately by the Board and the meetings will be virtual.

CARRIED

- iv. Strategic Plan Updates – The CEO reported to the Library Board and update on the Strategic Plan and for the Board to decide how to proceed with the resignation of the previous Library Board Chair. Currently the redesigned Plan remains as it was left in 2024 and includes a draft supplemental document of timeline goals per objective.
- c. **Monthly Library Use Report November & December 2024** – The CEO reported to the Library Board the statistics for November & December 2024.



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- d. **Summary from Management Team Meetings November & December 2024** – The CEO presented to the Library Board a summary from the weekly management team meetings from November & December 2024.
- e. **Human Resources Reporting for November & December 2024** – The CEO reported on Human Resources; the library is on track for completing Performance Reviews for November and December 2024.
- f. **Branch Reports** – The CEO reported to the Library Board the Branch reports for November and December 2024. The community collections display case in Beeton continues to be well received. The Alliston branch received the Organization of the Year Award from Simcoe Pride and the award is on display in the Alliston branch. The Town came and put the Christmas tree out front of the Beeton branch. The library participated in the Beeton Santa Claus parade. It was a huge success handing out 400 bundles about the library to parade watchers. All three branches had their Ugly Christmas Sweater Contest on social media where the community voted on the branch that had the Ugliest Christmas Sweater. The Branch who won the contest would receive a pizza party. More information about other programs can be found in our newsletter or the NTPL website.
- g. **Staff Reports** – The CEO reported to the Library Board the Staff reports for November & December 2024.
- h. **Budget 2025 Report** – The CEO reported to the Library Board the motion to withdraw \$5,637 from the General Reserve per staffing needs as identified in the 2025 Budget Report.

Motion: 2025-01-05

Moved: S. MacLellan

Seconded: W. Gabrek

BE IT RESOLVED that the New Tecumseth Public Library Board approves to withdraw \$5,637 from the General Reserve to supplement staffing needs as recommendations from the Library Board in the 2025 Budget Report, date 22 January 2025

CARRIED



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- i. **Fees & Fines Report** – The CEO reported to the Library Board the Fees and Fines Report to review and update the NTPL Fees and Fines for 2025. The CEO reported the changes involve an increase in lost cards from \$2.00 to \$3.00, increase in cost of photocopies where the rate returns to the original amount after 10 copies, and that all room rentals for any person/company/vendor will be charged unless they have a written agreement with the library.

Motion: 2025-01-06

Moved: W. Gabrek

Seconded: C. Hall

BE IT RESOLVED that the New Tecumseth Public Library Board approves the update to the NTPL Fees and Fines report as discussed, dated 22 January 2025.

CARRIED

The CEO reported on the Action Items, Ongoing Strategic Planning Topics, Monthly Library Use Report, Summary from Management Team Meetings, Human Resources Reporting, Branch Reports, Staff Reports, Motion for HR Subcommittee, NTPL Budget 2025 Report, and Fees & Fines Report.

Motion: 2025-01-07

Moved: D. Carr

Seconded: S. MacLellan

BE IT RESOLVED that the CEO's Report for 22 January 2025 be received, and the recommendations therein be approved.

CARRIED

7 Friends of the Library

Friends Update: The CEO Reported to the Library Board updates on the Friends of Library. The Friends raised \$1,195 and spent \$315 in 2024. The meetings for 2025 still need to be determined. There was discussion about the role of Friends for the Library at the Board meeting regarding more involvement in fundraising and recruiting more members. The Board agrees to continue with Friends group with the CEO to work with input from staff on ideas for Friends month to raise proceeds for the Makerspace Lab. The Library Board will decide how to proceed with the Friends after the CEO reports on the success of a proposed Friends Month



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Event. The CEO will provide at the next meeting a revised brochure and a fact sheet for the Library Board to review.

Motion: 2025-01-08

Moved: W. Gabrek

Seconded: J.A. Henry

BE IT RESOLVED that the Friends of the Library Report for 22 January 2025 be received as presented.

CARRIED

8 Council's Representative Report

Town Council Update: Deputy Mayor, S. MacLellan and Councillor W. Gabrek provided Town Council updates and reported to the Library Board Members. The Deputy Mayor, S. MacLellan, reported a tour she took with the Town's CAO of the Oak Ridge's Marine Library which is similar in size to the building of our new Alliston Branch and will send pictures to the Library to the Board Members.

Motion: 2025-01-09

Moved: D. Carr

Seconded: J.A. Henry

BE IT RESOLVED that the Council Representatives Report for 22 January 2025 be received.

CARRIED

9 Information Items/Correspondence

Information Items/Correspondence: The Vice-Chair reported to the Library Board there were no items for Information Items/Correspondence for the month of January 2025.

10 Trustees Report: The Library Board Vice-Chair reported to the Library Board there are no updates for the Trustees Report for the month of November and December.



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11 Motion for Election of Library Board Chair/Appointment of Officers &

Orientation: The New Tecumseth Public Library Board elects and appoints Officers of the Board to ensure the proper functioning of the Board and the proper conduct of the Board business, in accordance with appropriate legislation and prescribed rules of procedure. As per the New Tecumseth Public Library Policy Manual, the Officers are the Chair, Vice-Chair, and CEO, who is also the Secretary/Treasurer of the Board. These Officers have signing authority for the Board.

Motion: 2025-01-10

Moved: D. Carr

Seconded: C. Hall

BE IT RESOLVED that the Councillor, W. Gabrek is elected to the position of Chair for the New Tecumseth Public Library Board dated 22 January 2025.

CARRIED

12 Adjournment

Motion: 2025-01-11

Moved: W. Gabrek

Seconded: S. MacLellan

BE IT RESOLVED that the Library Board Meeting adjourned at 9:05 PM.

CARRIED



D. Carr, Vice-Chair



Jessica Mole, CEO