



MEETINGS MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF February 26, 2025

1 Members Present

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

Staff

L. Jazwinski, Administrative Assistant

Guests

R. Naraine, Acting Director, Financial Services/Treasurer – Town of New Tecumseth

The Chair called the meeting to order at 7:02 PM.

2 Confirmation of Agenda and Call to Order

Motion: 2025-02-01

Moved: D. Carr

Seconded: J. A. Henry

BE IT RESOLVED that the Agenda for the Meeting of Wednesday 22 February 2025 be approved as presented.

CARRIED

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



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- 4 **Presentation of NTPL Reserve Funds:** The Acting Director, Financial Services/Treasurer – Town of New Tecumseth provided an update on NTPL Reserve Funds for the New Tecumseth Public Library Board.

Motion: 2025-02-02

Moved: D. Carr

Seconded: J. A. Henry

BE IT RESOLVED that the New Tecumseth Public Library Board moves to accept the presentation of the NTPL Reserve Funds from the Acting Director, Financial Services/Treasurer of the Town of New Tecumseth dated of 26 February 2025 be approved as presented.

CARRIED

Review of NTPL Reserve Funds: The Acting Director, Financial Services/Treasurer – Town of New Tecumseth provided an update on NTPL Reserve Funds for the New Tecumseth Public Library Board to review. The Library Board has requested the CEO with the assistance of the Finance department to present a proposal at the next meeting in March or April in how to proceed to amalgamate some of our reserves.

Motion: 2025-02-03

Moved: S. MacLellan

Seconded: C. McMillan

BE IT RESOLVED that the New Tecumseth Public Library Board moves to accept a report to be presented at the next meeting in March or April dated of 26 February 2025 be approved.

CARRIED

- 5 **Adoption of the Minutes of Previous Library Board Meeting 22 January 2025**

Motion: 2025-02-04

Moved: S. MacLellan

Seconded: C. McMillan

BE IT RESOLVED that the Minutes of the Previous Library Board Meeting of 22 January 2025 be approved as presented.

CARRIED



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6 Financial Statements

- a) **Financial Report for December 2024 & January 2025**
- b) **Cheque Register for January 2025**
- c) **Purchasing Card Report for January 2025**
- d) **Salaries and Benefits Summary for January 2025**

Motion: 2025-02-05

Moved: D. Carr

Seconded: S. MacLellan

BE IT RESOLVED that the Financial Reports, the Cheque Register, the Purchasing Card Report, and the Salaries and Benefits Summary for December 2024 and January 2025 be received.

CARRIED

7 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 February 2025.

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 is still ongoing.
- 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 to include someone from the Town to discuss the next steps and the vision of what we would like the new library to look like.
- 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 and the first meeting is scheduled for March.



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- iv. Strategic Plan – The CEO reported to the Library Board a draft of the Strategic Plan from 2024 to 2031 to review and provide feedback for comments and suggestions. The CEO reported the next Staff meeting in March will give staff an opportunity to provide feedback and comments. Once the plan is finalized from the board and staff then it can be provided to our stakeholders for feedback.
- c. **Monthly Library Use Report February 2025** – The CEO reported to the Library Board the statistics for February 2025.
- d. **Summary from Management Team Meetings February 2025** – The CEO presented to the Library Board a summary from the weekly management team meetings from February 2025.
- e. **Human Resources Reporting for February 2025** – The CEO reported on Human Resources; the library is on track for completing Performance Reviews for February 2025.
- f. **Branch Reports** – The CEO reported to the Library Board the Branch reports for February 2025. The CEO shared with the Board the EDI Newsletter that was put together by the EDI Committee for staff, upcoming March Break programs, and our upcoming Seedy Saturday event which is scheduled for March 29.
- g. **Staff Reports** – The CEO reported to the Library Board the Staff reports for February 2025.
- h. **Municipal Contracts 2025** – The CEO reported to the Library Board the Municipal Contracts for Adjala-Tosorontio, Mulmur, and Mono for 2025.

Motion: 2025-02-06

Moved: S. MacLellan

Seconded: J.A. Henry

BE IT RESOLVED that the New Tecumseth Public Library Board authorizes the CEO and the Chair of the New Tecumseth Public Library Board to sign the 2025 Contracting Municipal Agreements dated 26 February 2025.

CARRIED

- i. **Library Board Bylaw Policy** – The CEO reported to the Library Board the Library Board Bylaw Policy for approval.



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Motion: 2025-02-07

Moved: C. McMillan

Seconded: J. A. Henry

BE IT RESOLVED that the New Tecumseth Public Library Board approves the update to the Library Board Bylaw Policy as presented, dated 26 February 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, Municipal Contracts 2025 and Library Board Bylaw Policy.

Motion: 2025-02-08

Moved: S. MacLellan

Seconded: C. Hall

BE IT RESOLVED that the CEO's Report for 26 February 2025 be received, and the recommendations therein be approved.

CARRIED

8 Friends of the Library

Friends Update: The CEO Reported to the Library Board updates on the Friends of Library. The next meeting is scheduled March. The CEO included the Policy to be reviewed for any changes or comments.

Motion: 2025-02-09

Moved: W. Gabrek

Seconded: J. A. Henry

BE IT RESOLVED that the Friends of the Library Report for 26 February 2025 be received as presented.

CARRIED



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Friends Of the Library Board Policy: The CEO Reported to the Library Board the Friends of the Library Policy and brochure for review and approval.

Motion: 2025-02-10

Moved: D. Carr

Seconded: S. MacLellan

BE IT RESOLVED that the New Tecumseth Public Library Board approves to update the Friends of the Library Policy as presented, dated for 26 February 2025.

CARRIED

9 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.

Motion: 2025-02-11

Moved: C. Hall

Seconded: D. Carr

BE IT RESOLVED that the Council Representatives Report for 26 February 2025 be received.

CARRIED

10 Information Items/Correspondence

Information Items/Correspondence: The CEO reported to the Library Board there were some items for Information Items/Correspondence for the month of February 2025.

Motion: 2025-02-12

Moved: J. A. Henry

Seconded: C. McMillan

BE IT RESOLVED that the Information Items/Correspondence for 26 February 2025 be received.

CARRIED



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11 Trustees Report: The Library Board Vice-Chair reported to the Library Board there are no updates for the Trustees Report for the month of February.

12 Adjournment

Motion: 2025-02-13

Moved: C. McMillan

Seconded: J. A. Henry

BE IT RESOLVED that the Library Board Meeting adjourned at 8:09 PM.

CARRIED

W. Gabrek, Chair

Jessica Mole, CEO