



# MEETING MINUTES

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

## 1 Members Present

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

### Staff

L. Jazwinski, Administrative Assistant

### Absence

C. Hall

The Chair called the meeting to order at 7:03 PM. The Chair welcomed our new Library Board member R. Fedderson to the meeting.

## 2 Confirmation of Agenda and Call to Order

The Vice- Chair requested to have one item added to the agenda under Information Items/Correspondence – Canadians Dealing with the Threat of Tariffs from the United States.

**Motion:** 2025-03-01  
**Moved:** S. MacLellan  
**Seconded:** J.A. Henry

**BE IT RESOLVED** that the Agenda for the Meeting of Wednesday 26 March 2025 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 26 February 2025

**Motion:** 2025-03-02  
Moved: D. Carr  
Seconded: J.A. Henry

**BE IT RESOLVED** that the Minutes of the Previous Library Board Meeting of 26 February 2025 be approved as presented.

***CARRIED***

## 5 Financial Statements

- a) **Financial Report for February 2025**
- b) **Cheque Register for February 2025**
- c) **Purchasing Card Report for February 2025**
- d) **Salaries and Benefits Summary for February 2025**

- e) **2025 NTPL Budget:** The New Tecumseth Public Library Board moves to deposit the \$4,937 surplus from the 2024 Budget to the General Reserve.

**Motion:** 2025-03-03  
Moved: S. MacLellan  
Seconded: C. McMillan

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion, dated 26 March 2025.

***CARRIED***

**Withdraw from the General Reserve to Balance the 2025 NTPL Budget:** The New Tecumseth Public Library Board moves to withdraw an additional \$10,478 from the General Reserve to balance the 2025 NTPL Budget, after moving to withdraw \$5,637 at the January 22 meeting.

**Motion:** 2025-03-04  
Moved: D. Carr  
Seconded: R. Fedderson

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion, dated 26 March 2025.

***CARRIED***



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- f) **Reserves Report:** The CEO presented a report to the New Tecumseth Public Library Board on the NTPL Reserves with suggestions on the consolidation and reorganization of the Reserves for Board approval.

Motion: **2025-03-05**  
Moved: D. Carr  
Seconded: S. MacLellan

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the NTPL Reserves Report, dated 26 March 2025.

***CARRIED***

**Pay Equity Reserve:** The CEO presented a report to the New Tecumseth Public Library Board on the NTPL Reserves with the motion to remove/close the Pay Equity Reserve.

Motion: **2025-03-06**  
Moved: M. Fedderson  
Seconded: S. MacLellan

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion to remove/close the Pay Equity Reserve, dated 26 March 2025.

***CARRIED***

**Creation of Grants and Donation Reserve:** The CEO presented a report to the New Tecumseth Public Library Board on the NTPL Reserves with the motion to create a Grants and Donations Reserves.

Motion: **2025-03-07**  
Moved: D. Carr  
Seconded: J.A. Henry

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion for the creation of a Grants and Donations Reserve, dated 26 March 2025.

***CARRIED***



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**Sommerville Fund Reserve:** The CEO presented a report to the New Tecumseth Public Library Board on the NTPL Reserves with the motion to recognize the Somerville Fund Reserve as revenue in 2025, move the current balance of revenue for 2025 of the Somerville Fund Reserve into the new Grants and Donations Reserve, and remove/close the Somerville Fund Reserve.

Motion: **2025-03-08**  
Moved: C. McMillan  
Seconded: J. Fedderson

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion to recognize the Somerville Fund Reserve as revenue in 2025, move the current balance of revenue for 2025 of the Somerville Fund Reserve into the new Grants and Donations Reserve, and remove/close the Somerville Fund Reserve, dated 26 March 2025.

***CARRIED***

**Knox Coulter Fund Reserve:** The CEO presented a report to the New Tecumseth Public Library Board on the NTPL Reserves with the motion to recognize the Knox Coulter Fund Reserve as revenue in 2025, move the current balance of revenue for 2025 of the Knox Coulter Fund Reserve into the new Grants and Donations Reserve, and remove/close the Knox Coulter Fund Reserve.

Motion: **2025-03-09**  
Moved: S. MacLellan  
Seconded: D. Carr

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion recognize the Knox Coulter Fund Reserve as revenue in 2025, move the current balance of revenue for 2025 of the Knox Coulter Fund Reserve into the new Grants and Donations Reserve, and remove/close the Knox Coulter Fund Reserve, dated 26 March 2025.

***CARRIED***



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**Burton Ford Fund/Digitization Reserve:** The CEO presented a report to the New Tecumseth Public Library Board on the NTPL Reserves with the motion to move the current balance of revenue for 2025 of the Burton Ford Fund/Digitization Reserve into the new Grants and Donations Reserve and remove/close the Burton Ford Fund/Digitization Reserve.

Motion: **2025-03-10**  
Moved: J.A. Henry  
Seconded: C. McMillan

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion for the move of the Burton Ford Fund/Digitization Reserve to the Grants and Donations Reserve and to remove/close the Burton Ford Fund/Digitization Reserve, dated 26 March 2025.

***CARRIED***

**Bellamy Fund Reserve:** The CEO presented a report to the New Tecumseth Public Library Board on the NTPL Reserves with the motion to move the current balance of revenue for 2025 of the Bellamy Fund Reserve into the new Grants and Donations Reserve and remove/close the Bellamy Fund Reserve.

Motion: **2025-03-11**  
Moved: R. Fedderson  
Seconded: S. MacLellan

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion for the move of the Bellamy Fund Reserve to the Grants and Donations Reserve and to remove/close the Bellamy Fund Reserve, dated 26 March 2025.

***CARRIED***



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**Wilde Robinson Fund Reserve:** The CEO presented a report to the New Tecumseth Public Library Board on the NTPL Reserves with the motion to move the current balance of revenue for 2025 of the Wilde Robinson Fund Reserve into the new Grants and Donations Reserve and remove/close the Wilde Robinson Fund Reserve.

Motion: **2025-03-12**  
Moved: D. Carr  
Seconded: J.A. Henry

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion for the move of the Wilde Robinson Fund Reserve to the Grants and Donations Reserve and to remove/close the Wilde Robinson Fund Reserve, dated 26 March 2025. ***CARRIED***

**Friends Reserve:** The CEO presented a report to the New Tecumseth Public Library Board on the NTPL Reserves with the motion to move the total balance of revenue for the Fundraising (Friends of NTPL) Reserve into the new Grants and Donations Reserve and remove/close the Fundraising (Friends of NTPL) Reserve.

Motion: **2025-03-13**  
Moved: C. McMillan  
Seconded: R. Fedderson

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion for the move of the Fundraising (Friends of NTPL) Reserve to the Grants and Donations Reserve and to remove/close the Fundraising (Friends of NTPL) Reserve, dated 26 March 2025. ***CARRIED***



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**Pam Kirkpatrick Reserve:** The CEO presented a report to the New Tecumseth Public Library Board on the NTPL Reserves with the motion to recognize the Pam Kirkpatrick Reserve as revenue in 2025, move the current balance of revenue for 2025 of the Pam Kirkpatrick Reserve into the Capital Reserve, and remove/close the Pam Kirkpatrick Reserve.

Motion: **2025-03-14**  
Moved: S. MacLellan  
Seconded: R. Fedderson

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion to recognize the Pam Kirkpatrick Reserve as revenue in 2025, move the current balance of revenue for 2025 of the Pam Kirkpatrick Reserve into the Capital Reserve, and remove/close the Pam Kirkpatrick Reserve.

***CARRIED***

**General Reserve:** The CEO presented a report to the New Tecumseth Public Library Board on the NTPL Reserves with the motion to withdraw the current balance of the original CRIC Grant for the Tottenham IdeaLab of \$1,611.64 from the General Reserve and move it into the Capital Reserve.

Motion: **2025-03-15**  
Moved: J.A. Henry  
Seconded: C. McMillan

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion to withdraw the current balance of the original CRIC Grant for the Tottenham IdeaLab of \$1,611.64 from the General Reserve and move it into the Capital Reserve, dated 26 March 2025.

***CARRIED***



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**D.A. Jones/Beeton Library Reserve:** The CEO presented a report to the New Tecumseth Public Library Board on the NTPL Reserves with the motion to move the current balance of revenue for 2025 of the D.A. Jones/Beeton Library Reserve into the Capital Reserve and remove/close the D.A. Jones/Beeton Library Reserve.

Motion: **2025-03-16**  
Moved: R. Fedderson  
Seconded: S. MacLellan

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion for the move of the D.A. Jones/Beeton Library Reserve to the Capital Reserve and to remove/close the D.A. Jones/Beeton Library Reserve, dated 26 March 2025.

***CARRIED***

**Security Reserve:** The CEO presented a report to the New Tecumseth Public Library Board on the NTPL Reserves with the motion to move the current balance of revenue for 2025 of the Security Reserve into the Capital Reserve and remove/close the Security Reserve.

Motion: **2025-03-17**  
Moved: D. Carr  
Seconded: J.A. Henry

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion for the move of the Security Reserve to the Capital Reserve and to remove/close the Security Reserve, dated 26 March 2025.

***CARRIED***



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**Computer Reserve:** The CEO presented a report to the New Tecumseth Public Library Board on the NTPL Reserves with the motion to move the current balance of revenue for 2025 of the Computer Reserve into the Capital Reserve and remove/close the Computer Reserve.

Motion: **2025-03-18**  
Moved: C. McMillan  
Seconded: R. Fedderson

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion for the move of the Computer Reserve to the Capital Reserve and to remove/close the Computer Reserve, dated 26 March 2025.

***CARRIED***

**Motion: 2025-03-19**  
Moved: D. Carr  
Seconded: J.A. Henry

**BE IT RESOLVED** that the Financial Reports, the Cheque Register, the Purchasing Card Report, Salaries and Benefits Summary for February, 2025 NTPL Budget and the Reserves Report for 26 March 2025 be received.

***CARRIED***

## 6 Strategic Plan Updates

- a. **CEO's Report:** The CEO and the Library Board reviewed the items from the action list from March 2025.
- b. **Ongoing Strategic Planning Topics**
  - i. **Future Board Initial Goals/CEO Goals:** The CEO reported to the Library Board the continued discussion Board and CEO goals. The Grant Proposal for C.R.I.C has been submitted to request funding for the Tottenham Makerspace IdeaLab. The CEO is continuing to expand partnerships with community organizations and businesses.
  - ii. **New Alliston Branch:** The CEO reported to the Library Board there are no new updates for this month. At the next meeting the New Alliston Branch Subcommittee would like to invite the new Director of Recreation, Facilities and Culture to help plan the next steps to start the process of building a new branch for Alliston.



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- iii. HR Subcommittee Update: The CEO reported to the Library Board feedback on the HR Policies.

**Motion to Accept the HR Subcommittee Update:** The New Tecumseth Public Library Board moves to accept the HR Subcommittee Update and to direct the CEO to continue work updating the HR Policies along with Management based on the discussion during the meeting.

**Motion: 2025-03-20**

Moved: J.A. Henry

Seconded: S. MacLellan

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion, dated 26 March 2025 as received.

***CARRIED***

**Motion: 2025-03-21**

Moved: D. Carr

Seconded: J.A. Henry

**BE IT RESOLVED** that the Strategic Plan Updates, the CEO Action Items/Goals, the Board Goals/CEO Goals and HR Subcommittee Update Report for 26 March 2025 be received.

***CARRIED***

## 6 Staff Reports

- 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. **Branch Reports:** The CEO reported to the Library Board the Branch reports for February 2025. The CEO shared with the Library Board some upcoming specials events. The community collection display case in Beeton for February was a collection of dragons, and March will be a collection of horror-themed Funko Pops from the Chair's son.
- f. **Staff Reports:** The CEO reported to the Library Board the Staff reports for February 2025.



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The CEO reported Monthly Library Use Report, Summary from Management Team Meetings, Branch Reports, and Staff Reports.

**Motion:** 2025-03-22  
Moved: D. Carr  
Seconded: R. Fedderson

**BE IT RESOLVED** that the Staff Reports for 26 March 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 NTPL. The CEO reported there were only two members who showed up for the meeting and one was a new member. In 2024, Friends raised \$1,195 and expenditures were \$315. The total amount of money raised by the Friends since its inception has been \$3,353 plus \$20 so far this year. The CEO mentioned having a Friends Month and various events to centre around recruitment. One discussion item from the meeting was to create a wish list of specific items for each branch which the Friends could fundraise. Our new member of the Friends has donated one of our wish list items, which was a new dishwasher for the Alliston branch. The library will announce his generous donation of Library Giving Day.

**Motion:** 2025-03-23  
Moved: D. Carr  
Seconded: J.A. Henry

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

***CARRIED***



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## 9 Information Items/Correspondence

**Canada Dealing with Possible Tariffs from the United States:** The Vice-Chair wanted to have a discussion on some ideas or information for patrons about Canada dealing with the issue of possible tariffs from the United States by having resources made available and is there a role the library should play without being political or biased. There was a discussion between the Board members' ideas. It was agreed for the CEO to ask for feedback from staff at the next staff meeting, which is scheduled for March 31 on how the library can provide support or information.

**Motion: 2025-03-24**

Moved: D. Carr

Seconded: S. MacLellan

**BE IT RESOLVED** that the Information Items/Correspondence for 26 March 2025 be received and confidential direction to the CEO be approved.

***CARRIED***

**Council Representative Report:** Deputy Mayor, S. MacLellan and Councillor W. Gabrek provided Town Council updates and reported to the Library Board Members.

The CEO reported Canada Dealing with Possible Tariffs from the United States and Council's Representative Report.

**Motion: 2025-03-25**

Moved: J.A. Henry

Seconded: S. MacLellan

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

***CARRIED***



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## 10 Motion to Move In Camera

**Motion:** 2025-03-26  
Moved: D. Carr  
Seconded: S. MacLellan

**BE IT RESOLVED** that the Library Board Meeting move In-Camera to deal with the Award of Cleaning Contract.

***CARRIED***

**Motion:** 2025-03-27  
Moved: C. McMillan  
Seconded: R. Fedderson

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

***CARRIED***

**Motion:** 2025-03-28  
Moved: S. MacLellan  
Seconded: J.A. Henry

**BE IT RESOLVED** that the Library Board approve the award of the Cleaning Contract and that the confidential direction to the CEO be approved.

***CARRIED***

## 11 Adjournment

**Motion:** 2025-03-29  
Moved: D. Carr  
Seconded: S. MacLellan

**BE IT RESOLVED** that the Library Board Meeting adjourned at 8:10 PM.

***CARRIED***

  
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W. Gabrek, Chair

  
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Jessica Mole, CEO