MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF March 25, 2026

1 Members Present

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

Staff

L. Jazwinski, Administrative Assistant

Guest

B. Thornton, Technical Services/Information Program Specialist, NTPL

Absent

S. MacLellan, Deputy Mayor

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

2 Confirmation of Agenda and Call to Order

Motion: **2026-03-01**
Moved: R. Fedderson
Seconded: J.A. Henry

BE IT RESOLVED THAT the Agenda for the Meeting of March 25, 2026, be approved as presented.

CARRIED

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

4 Adoption of the Minutes of the Previous Library Board Meeting on 25 February 2026

Motion: **2026-03-02**
Moved: D. Carr
Second: J.A. Henry

BE IT RESOLVED THAT the Minutes of the Previous Library Board Meeting of 25 February 2026, be approved as presented.

CARRIED

5 Financial Statements

a. **Financial Report for February 2026**
b. **Cheque Register for February 2026**
c. **Purchasing Card Report for February 2026**
d. **Salaries & Benefits Summary for February 2026**

e. **Transfer of Deficit Funds from the General Reserve to Balance the 2025 Budget:** The CEO presented the motion to approve the transfer of 2025 budget deficit funds in the amount of $128,201 from the General Reserve.

Motion: **2026-03-03**
Moved: R. Fedderson
Seconded: D. Carr

BE IT RESOLVED that the New Tecumseth Public Library Board approves the motion as presented, dated March 25, 2026.

CARRIED

f. **Approval of the Updated 2026 Budget:** The CEO presented the motion to approve the updated 2026 budget for the New Tecumseth Public Library.

Motion: **2026-03-04**
Moved: R. Fedderson
Seconded: C. Hall

BE IT RESOLVED that the New Tecumseth Public Library Board approves the motion as presented, dated March 25, 2026.

CARRIED

g. **Withdraw Funds from the Grants and Donations Reserve:** The CEO presented the motion to withdraw from the Friends of the Library funds in Grants and Donations Reserve, to purchase two 3D printers for the CRIC IdeaLab in the amount of $2,718.78.

Motion: **2026-03-05**
Moved: C. McMillan
Seconded: R. Fedderson

BE IT RESOLVED that the New Tecumseth Public Library Board approves the motion as presented, dated March 25, 2026.

CARRIED

h. **Approval of the Renewal of Municipal Contracts for 2026:** The New Tecumseth Public Library Board reviewed the municipal contracts for Adjala-Tosorontio, Mulmur and Mono.

Motion: **2026-03-06**
Moved: D. Carr
Seconded: J.A. Henry

BE IT RESOLVED that the New Tecumseth Public Library Board approves the municipal contract renewals for Adjala-Tosorontio, Mulmur and Mono as presented, dated March 25, 2026, as amended based on the inclusive 3% increase in the amount of $87,529.60.

CARRIED

Motion: 2026-03-07
Moved: C. McMillan
Seconded: R. Fedderson

BE IT RESOLVED THAT the Financial Reports Year-End February 2026, the Cheque Register, the Purchasing Card Report, Salaries and Benefits Summary, Financial Motions and the Renewal of Municipal Contracts for 2026 for Board Approval for March 25, 2026, be received.

CARRIED

6 Strategic Plan Updates

a. Future Board Initial Goals/CEO Goals: The Board updated their goals of what they want to accomplish before the end of their term in 2026. Management has started the review of HR Policies and has several to be approved for the Board at the March meeting and going forward at future meetings. The CEO has provided the Board with a list of the policies in the HR Policy subfolder with notes as to what Management is reviewing.

b. Recreation, Culture, and Library Action Plan (RCLAP): The consultants will be sharing their survey findings with the Board at a future meeting and their next steps for the RCLAP for review in the summer of 2026.

c. It is still suggested to complete the Strategic Plan, Technology Plan, Marketing and Promotions Plan and Staff Plan in 2026 when the consultants for the RCLAP have received feedback from the community in addition to what we received during our feedback process in summer 2026.

d. **Updated Workplace Safety Policy**: The CEO presented the Workplace Safety Policy for discussion.

Motion: **2026-03-08**
Moved: C. McMillan
Seconded: R. Fedderson

BE IT RESOLVED that the New Tecumseth Public Library Board approves the Workplace Safety Policy as presented, dated March 25, 2026.

CARRIED

e. **Updated Respect in the Workplace Policy:** The CEO presented the Respect in the Workplace Policy for discussion.

Motion: **2026-03-09**
Moved: C. Hall
Seconded: C. McMillan

BE IT RESOLVED that the New Tecumseth Public Library Board approves the Respect in the Workplace Policy as amended, dated March 25, 2026.

CARRIED

f. **Updated Electronic Monitoring and Right to Disconnect from Work Policy:** The CEO presented the Electronic Monitoring and Right to Disconnect from Work Policy for discussion.

Motion: **2026-03-10**
Moved: D. Carr
Seconded: R. Fedderson

BE IT RESOLVED that the New Tecumseth Public Library Board approves the Electronic Monitoring and Right to Disconnect from Work Policy as amended, dated March 25, 2026.

CARRIED

g. **Updated Remote Work Policy:** The CEO presented the Remote Work Policy for discussion. The Library Board agreed to defer this policy to the next meeting in April.

h. **Updated Vacation Policy:** The CEO presented the Vacation Policy for discussion.

Motion: **2026-03-11**
Moved: J.A. Henry
Seconded: D. Carr

BE IT RESOLVED that the New Tecumseth Public Library Board approves the Vacation Policy as amended, dated March 25, 2026.

CARRIED

Motion: 2026-03-12
Moved: R. Fedderson
Seconded: J.A. Henry

BE IT RESOLVED THAT the Strategic Plan Updates report for March 25, 2026, be received as presented.

CARRIED

7 Staff Reports

a. **Summary from Management Team Meetings February 2026:** The CEO presented the Summary from Management Team Meetings report from February 2026.

b. **Monthly Library Use Report February 2026**: The CEO presented the statistics from February.

c. **Branch Reports**: The CEO presented the Branch reports from February.

d. **Staff Reports**: The CEO presented the Staff reports from February. The CEO reported to the Library Board two Health and Safety items which have been resolved. The CEO is having an all staff meeting to discuss one of these matters further and will send a report to the Board.

Motion: 2026-03-13
Moved: R. Fedderson
Seconded: D. Carr

BE IT RESOLVED THAT the Staff Reports for March 25, 2026, be received, and the recommendations therein be approved.

CARRIED

8 Friends of the Library

The CEO Reported to the Library Board updates on the Friends of NTPL, which was held on March 19 via Teams. We had four people attend, plus the CEO and Board Member R. Fedderson. Board member R. Fedderson presented the board with the proposed 2026-2027 Annual Plan for approval. The CEO will be meeting with a representative from CONTACT to further discuss a raffle. The Friends agreed to use the funds raised to pay for the two new 3D printers in the IdeaLab. A post will be made to thank them for the purchase of the new 3D printers. The next Friends meeting is scheduled for April 23 at 7:00pm via Teams.

Motion: 2026-03-14
Moved: C. Hall
Seconded: J.A. Henry

BE IT RESOLVED THAT the Friends of the Library Report and the Work Plan for March 25, 2026, be received as presented.

CARRIED

9 Information Items/Correspondence/Open Discussion

Council Representative Report: Councilor W. Gabrek provided Town Council updates and reported to the Library Board Members.

Motion: **2026-03-15**
Moved: C. Hall
Seconded: R. Fedderson

BE IT RESOLVED THAT the Information Items/Correspondence for March 25, 2026, be received. **CARRIED**

10 Motion to Move In Camera

Pertaining to an Identifiable Individual
Motion: **2026-03-16**
Moved: C. McMillan
Seconded: D. Carr

BE IT RESOLVED that the Library Board Meeting move In-Camera to discuss information pertaining to identifiable individuals, dated March 25, 2026.

CARRIED

Motion: **2026-03-17**
Moved: R. Fedderson
Seconded: J.A. Henry

BE IT RESOLVED that the Library Board Rise to Report.

CARRIED

Motion: **2026-03-18**
Moved: D. Carr
Seconded: C. McMillan

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

CARRIED

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11 Adjournment

Motion: **2026-03-19**
Moved: C. Hall
Seconded: J.A. Henry

BE IT RESOLVED THAT the Library Board Meeting adjourned at 9:04 PM.

CARRIED

W. Gabrek.

Wendy Gabrek, Chair

Jessica Mole, CEO