



# MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD  
FOR THE MEETING OF MAY 28, 2025

## 1 Members Present

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

### Staff

L. Jazwinski, Administrative Assistant

### Absence

C. Hall  
S. MacLellan, Deputy Mayor  
C. McMillan

The Chair called the meeting to order at 7:05 PM.

## 2 Confirmation of Agenda and Call to Order

**Motion:** 2025-05-01  
Moved: J.A. Henry  
Seconded: R. Fedderson

**BE IT RESOLVED THAT** the Agenda for the Meeting of May 28, 2025, 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 5 May 2025

**Motion:** 2025-05-02  
Moved: D. Carr  
Second: R. Fedderson

**BE IT RESOLVED THAT** the Minutes of the Previous Library Board Meeting of May 5, 2025, be approved as presented. **CARRIED**



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## 5 Financial Statements

- a. Financial Report for April 2025
- b. Cheque Register for April 2025
- c. Purchasing Card Report for April 2025

**Motion: 2025-05-03**

Moved: W. Gabrek

Seconded: D. Carr

**BE IT RESOLVED THAT** the Financial Reports, the Cheque Register, the Purchasing Card Report, Salaries and Benefits Summary for April 2025 for May 28, 2025, be received. **CARRIED**

## 6 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 Board agreed to have suggestions sent to the CEO and the Administrative Assistant to discuss at the Board meeting in September. The Chair and Vice Chair will meet with the CEO in August to review the Board package for September. The Library Board will not be meeting in July and August unless deemed necessary.
- b. New Alliston Branch: A Subcommittee for the New Alliston Branch was created, and the Director of Recreation, Facilities and Culture would be invited to help plan our next steps.
- c. Strategic Plan Update: The new Strategic Plan will begin the community feedback process in the summer while the Board is not meeting.

**Motion: 2025-05-04**

Moved: R. Fedderson

Seconded: J.A. Henry

**BE IT RESOLVED THAT** the Strategic Plan Updates report for May 28, 2025, be received as presented. **CARRIED**



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## 7 Staff Reports

- a. **Summary from Management Team Meetings April 2025:** The new primary schedule and job descriptions have been completed and sent to staff. The schedule takes effect from the week of June 30 with the changes which were agreed to in our budget for this year. The next process for the job descriptions is to set up a meeting for JJE and management to review the changes to staff's job descriptions.
- b. **Monthly Library Use Report April 2025:** The CEO presented the statistics for April 2025.
- c. **Branch Reports:** The CEO presented the Branch reports for April 2025. The CEO shared some upcoming special events.
- d. **NTPL EDI Newsletter Volume 2:** The CEO presented the NTPL EDI Newsletter Volume 2 for April 2025.
- e. **Staff Reports:** The CEO presented the Staff reports for April 2025.

**Motion:** 2025-05-05

Moved: D. Carr

Seconded: R. Fedderson

**BE IT RESOLVED THAT** the Staff Reports for May 28, 2025, 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. The CEO reported that the Friends Group has a new Chair. There were only two members who showed up for the meeting again, and the meeting was held by Teams. The Friends have raised \$202 and spent \$350 so far this year. During the Honey Festival, Friends raised over \$1000.00 dollars in book sales. The CEO mentioned Friends events to center around recruitment and decided the best time was when our new Marketing and Promotions Specialist starts at NTPL, to do a soft relaunch of Friends information on the website and social media. With a new Chair in place now, they can relook into the process of separating the Friends as their own Registered Charity. The next meeting is scheduled for June 19 at 7pm via Teams.



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**Motion:** 2025-05-06  
Moved: R. Fedderson  
Seconded: J.A. Henry

**BE IT RESOLVED THAT** the Friends of the Library Report for May 28, 2025, be received as presented. **CARRIED**

## 9 Information Items/Correspondence/Open Discussion

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

**Motion:** 2025-05-07  
Moved: D. Carr  
Seconded: J.A. Henry

**BE IT RESOLVED THAT** the Information Items/Correspondence for May 28, 2025, be received. **CARRIED**

## 10 Adjournment

**Motion:** 2025-05-08  
Moved: D. Carr  
Seconded: R. Fedderson

**BE IT RESOLVED THAT** the Library Board Meeting adjourned at 7:54 PM. **CARRIED**

  
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W. Gabrek, Chair

  
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Jessica Mole, CEO