



# MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD  
FOR THE MEETING OF May 5, 2025

## 1 Members Present

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

### Staff

L. Jazwinski, Administrative Assistant

### Absence

C. Hall  
J.A. Henry

The Chair called the meeting to order at 7:11 PM.

## 2 Confirmation of Agenda and Call to Order

The Chair of the Library Board reported the April 30, 2025, meeting was cancelled for not having quorum. The meeting was rescheduled to May 5, 2025. The Chair has requested for all members to please respond to meeting requests for attendance prior to an upcoming meeting.

**Motion: 2025-05-01**

Moved: D. Carr

Seconded: S. MacLellan

**BE IT RESOLVED** that the Agenda for the Meeting of Monday 5 May 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 the Previous Library Board Meeting on March 26, 2025:** The Vice Chair provided an update to item number 2 of the minutes with Canadians Dealing with the Threat of Tariffs from the United States about setting up a community group for discussion which was a request from a community member. The Vice Chair will provide the information to the CEO to address putting together a possible community group for discussion.

**Motion: 2025-05-02**  
Moved: R. Fedderson  
Seconded: C. McMillan

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

***CARRIED***

**5 Financial Statements**

- a) **Financial Report for March 2025**
- b) **Cheque Register for March 2025**
- c) **Purchasing Card Report for March 2025**
- d) **Salaries and Benefits Summary for March 2025**
- e) **Wage Grid Update:** The CEO presented a Wage Grid Update to the New Tecumseth Public Library Board for information with anticipated changes in Job Descriptions, to be finalized through the Joint Job Evaluation Committee for Unionized Staff.

**Motion to Hire New Marketing & Promotions Position Earlier and Full-Time:** The CEO requested the Board approve the new Marketing and Promotions position to begin full-time and start before July 7 so the new position can be trained before the summer to assist with summer marketing and promotions. Starting full-time rather than part-time as was budgeted would also facilitate a higher caliber of candidates. The Library Board agreed to facilitate the Funds for the change in this position and CEO to provide the Board with an update on the revised change in the budget once the Joint Job Evaluation Committee process is finalized.

**Motion: 2025-05-03**  
Moved: D. Carr  
Seconded: R. Fedderson



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**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the motion, dated May 5, 2025.

***CARRIED***

- f) **Reserves Policy:** The CEO presented to the New Tecumseth Public Library Board a new Reserve Policy based on the motions made at the 26 March Board meeting to consolidate and reorganize the NTPL Reserves.

Motion: **2025-05-04**  
Moved: S. MacLellan  
Seconded: R. Fedderson

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to accept the NTPL Reserves Report, dated 5 May 2025 as amended.

***CARRIED***

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

**BE IT RESOLVED** that the Financial Reports, the Cheque Register, the Purchasing Card Report, Salaries and Benefits Summary for March, 2025 Wage Grid Update, and the Reserves Policy for May 5, 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 April 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 CEO is continuing to expand partnerships with community organizations and businesses.
  - ii. **New Alliston Branch:** The CEO reported to the Library Board that the Town submitted an RFP for their Facilities Master Plan and the Library is included in the plan, which will allow for a high-level consultant review of current and future Library facility plans.



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**Motion to Review/Update New Alliston Branch Subcommittee:**

The CEO presented to the Library Board the motion to review the members of the Subcommittee who met last year, and for the Board to make a new motion for the Subcommittee to ensure an up-to-date membership list. A meeting will be scheduled when members and appropriate Town staff are available.

**Motion: 2025-05-06**

Moved: S. MacLellan

Seconded: R. Fedderson

**BE IT RESOLVED** that the New Tecumseth Public Library Board moves to approve the updated New Alliston Branch Subcommittee report and directs the CEO to put out a call for members after the meeting, dated May 5, 2025.

- iii. Strategic Plan Update: The CEO reported to the Library Board the Strategic Plan Staff Feedback Report which was gathered from the all-staff training day on March 31, 2025. Questions were put up on slides and management left the room to allow staff to anonymously answer open-ended questions. The feedback from staff provided great information. This information can be used for the Alliston Branch Subcommittee meetings for planning.

**Motion: 2025-05-07**

Moved: D. Carr

Seconded: S. MacLellan

**BE IT RESOLVED** that the Strategic Plan Updates, the CEO Action Items/Goals, the Board Goals/CEO Goals and HR Subcommittee Update Report for May 5, 2025, be received.

***CARRIED***

## 6 Staff Reports

- c. **Monthly Library Use Report March 2025:** The CEO reported to the Library Board the statistics for March 2025.
- d. **Summary from Management Team Meetings March 2025:** The CEO presented to the Library Board a summary from the management team meetings from March 2025.



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- e. **Branch Reports:** The CEO reported to the Library Board the Branch reports for March 2025. The CEO shared with the Library Board some upcoming special events.
- f. **Staff Reports:** The CEO reported to the Library Board the Staff reports for March 2025.

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

**Motion:** 2025-05-08  
Moved: C. McMillan  
Seconded: D. Carr

**BE IT RESOLVED** that the Staff Reports for May 5, 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 again, and the meeting was held by Teams. The Friends have raised \$42 and spent \$0 so far this year. The CEO mentioned having a Friends Month and various events to centre around recruitment. In May, before the 15 May AGM of the Friends, we are planning three evenings in a row at each branch where the manager is present to discuss the Friends and recruitment. The dishwasher purchased for the Alliston Branch by our new Friends member has been installed.

**Motion:** 2025-05-09  
Moved: S. MacLellan  
Seconded: R. Fedderson

**BE IT RESOLVED** that the Friends of the Library Report for 5 May 2025 be received as presented.

***CARRIED***



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## 9 Information Items/Correspondence/Open Discussion

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

**Motion: 2025-05-10**

Moved: W. Gabrek

Seconded: D. Carr

**BE IT RESOLVED** that the Information Items/Correspondence for 5 May 2025 be received.

***CARRIED***

## 10 Adjournment

**Motion: 2025-05-11**

Moved: S. MacLellan

Seconded: D. Carr

**BE IT RESOLVED** that the Library Board Meeting adjourned at 8:19 PM.

***CARRIED***

  
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W. Gabrek, Chair

  
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Jessica Mole, CEO