



MEETING MINUTES

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

1 Members Present

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

Staff

L. Jazwinski, Administrative Assistant

Absent

C. Hall
C. McMillan

The Chair called the meeting to order at 7:03 PM.

2 Confirmation of Agenda and Call to Order

The CEO presented one item to be added to the agenda under Financial Statements – Joint Services Agreement between the Town of New Tecumseth & Alliston Memorial Public Library.

Motion: 2026-02-01

Moved: R. Fedderson

Seconded: S. MacLellan

BE IT RESOLVED THAT the Agenda for the Meeting of February 25, 2026, 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 5 February 2026

Motion: 2026-02-02

Moved: D. Carr

Second: J.A. Henry

BE IT RESOLVED THAT the Minutes of the Previous Library Board Meeting of 5 February 2026, be approved as amended.

CARRIED

5 Financial Statements

a. **Financial Report for Year-End December 2025** – The CEO provided an update to the Library Board on a minor change to the Joint Services Agreement with the Town which regards our deficit or surplus at year-end. The board discussed the options, and an agreement was made to present their decision for their next Town Council meeting. All other changes to the agreement remained the same with no issues.

b. **Cheque Register for January 2026**

c. **Purchasing Card Report for January 2026**

d. **Salaries & Benefits Summary for January 2026**

e. **Withdraw Revenue from Grants and Donations Reserve:** The CEO presented the motion to withdraw the revenue spent in 2025 from the TD Grant for the Community Pantry, in the amount of \$2,655.00.

Motion: 2026-02-03

Moved: R. Fedderson

Seconded: S. MacLellan

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

CARRIED



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- f. **Withdraw Funds from the Capital Reserve:** The CEO presented the motion to withdraw \$26,377.66 from the Capital Reserve, representing the CRIC funds used to purchase capital equipment in the CRIC IdeaLab.

Motion: **2026-02-04**
Moved: D. Carr
Seconded: J.A. Henry

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

CARRIED

Motion: 2026-02-05
Moved: D. Carr
Seconded: R. Fedderson

BE IT RESOLVED THAT the Financial Reports Year-End December 2025, the Cheque Register, the Purchasing Card Report, Salaries and Benefits Summary, and the Financial Motions for Board Approval for February 25, 2026, 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 reviewed and updated their goals of what they want to accomplish before the end of their term in 2026. The Vice-Chair and the Board agreed on dates on goals they would like to accomplish before the next Municipal election in 2026.
- b. **Recreation, Culture, and Library Action Plan (RCLAP):** The consultants shared their survey findings with the Board at the meeting on February 5th and their next step is to prepare the draft for RCLAP for review in the summer of 2026.
- c. It is still suggested to complete the Strategic Plan in 2026 when the consultants for the RCLAP have receive feedback from the community in addition to what we received during our feedback process in summer 2026.



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Motion: 2026-02-06

Moved: J.A. Henry

Seconded: S. MacLellan

BE IT RESOLVED THAT the Strategic Plan Updates report for February 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 2025.
- b. **Monthly Library Use Report February 2026:** The CEO presented the statistics from February 2026.
- c. **Branch Reports:** The CEO presented the Branch reports from February 2026. The CEO shared some upcoming special events. We received a \$1,000 donation from the Kiwanis Club for the Discovery Kits which the library posted on Facebook. They will be launching in March, and we have 6 kits, two per branch. The kits are based on themes, and each bag has books, games and activities and will rotate between branches.
- d. **Staff Reports:** The CEO presented the Staff reports from February 2026. The CEO provided an update on our Staff Training Day which was held in Tottenham. It was a very productive day with positive feedback from staff.

Motion: 2026-02-07

Moved: J.A. Henry

Seconded: R. Fedderson

BE IT RESOLVED THAT the Staff Reports for February 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 February 19 via Teams. We had four people attend, plus the CEO and Board Member R. Fedderson. Board member R. Fedderson presented the Friends with a proposed 2026-2027 Annual Plan. The plan includes concrete goals such as increased membership, raising \$25k this year, and creating a signature event. R. Fedderson will present the Annual Plan to the Library Board members at the next meeting in March. The next Friends meeting is scheduled for March 19, 2026, at 7:00pm via Teams.



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Motion: 2026-02-08

Moved: D. Carr

Seconded: J.A. Henry

BE IT RESOLVED THAT the Friends of the Library Report for February 25, 2026, be received as presented. **CARRIED**

9 Information Items/Correspondence/Open Discussion

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

Motion: 2026-02-09

Moved: R. Fedderson

Seconded: J.A. Henry

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

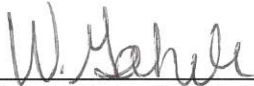
10 Adjournment

Motion: 2026-02-10


Moved: S. MacLellan

Seconded: D. Carr

BE IT RESOLVED THAT the Library Board Meeting adjourned at 8:17 PM. **CARRIED**



Wendy Gabrek, Chair



Jessica Mole, CEO