



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF June 25, 2025

1 Members Present

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

Staff

L. Jazwinski, Administrative Assistant

Absence

R. Fedderson

Guests

G. Ventrcek, CPA, CA, BDO Canada LLP
P. Thorne – Town of New Tecumseth, Finance Department
R. Naraine – Town of New Tecumseth, Finance Department

The Chair called the meeting to order at 7:00 PM.

2 Confirmation of Agenda and Call to Order

Motion: 2025-06-01

Moved: J.A. Henry

Seconded: D. Carr

BE IT RESOLVED THAT the Agenda for the Meeting of June 25, 2025, be approved as presented. **CARRIED**

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



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF June 25, 2025

4 Presentation from G. Ventrcek, Manager, BDO Canada LLP and Financial Statements for Year-End for December for 2024

G. Ventrcek presented to the Board the Draft Audit Financial Statements for Year-End for December 2024. R. Naraine and P. Thorne from the Town of New Tecumseth were present for any questions regarding the Audit from the Town's responsibility of the library's finances.

Motion to Authorize the Signing of the Audited Financial Statement for the Fiscal Period of 2024.

Motion: 2024-06-02
Moved: S. MacLellan
Seconded: C. Hall

BE IT RESOLVED that the New Tecumseth Public Library Board authorizes the Chair and Vice Chair of the New Tecumseth Public Library Board to sign the approved Audited Financial Statement for the Fiscal Period of 2024. The Audit is approved on June 25, 2025. **CARRIED**

5 Adoption of the Minutes of the Previous Library Board Meeting on 28 May 2025

Motion: 2025-06-03
Moved: C. Hall
Second: S. MacLellan

BE IT RESOLVED THAT the Minutes of the Previous Library Board Meeting of May 28, 2025, be approved as revised. **CARRIED**

6 Financial Statements

- a. Financial Report for May 2025
- b. Cheque Register for May 2025
- c. Purchasing Card Report for May 2025
- d. Draft Budget 2026



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF June 25, 2025

The CEO presented the 2026 Draft Budget (Operational and Capital) for Library Board approval.

Motion: 2025-06-04

Moved: D. Carr

Seconded: J.A. Henry

BE IT RESOLVED THAT the New Tecumseth Public Library Board defers the Draft Budget for 2026 (Operational and Capital) to the Library Board meeting in September 2026 for June 25, 2025, be received.

CARRIED

Motion: 2025-06-05

Moved: D. Carr

Seconded: J.A. Henry

BE IT RESOLVED THAT the Financial Reports, the Cheque Register, the Purchasing Card Report, Salaries, Benefits Summary for May 25, and 2026 Draft Budget for 25 June 2025, be received.

CARRIED

7 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.
- b. New Alliston Branch: A Subcommittee meeting for the New Alliston Branch was held on Wednesday, June 18, 2025. The Director of Recreation, Facilities and Culture attended the meeting and provided an update on the RFP of their Master Plan. This includes an ask for third party consultants to look at the library needs in New Tecumseth both long- and short-term goals. A special meeting in July might have to take place to approve the consultant's proposal and the CEO recommended we await the consultants' package and plan a special meeting for Board approval.
- c. Strategic Plan Update: The new Strategic Plan will begin the community feedback process in the summer while the Board is not meeting. This will include what people want to see in a new branch. We will have an online survey and printed cards to hand out with a barcode to fill out for our survey. The CEO presented a draft of what our Strategic Plan could look like once we have all the feedback from the community.



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF June 25, 2025

Motion: 2025-06-06

Moved: D. Carr

Seconded: J.A. Henry

BE IT RESOLVED THAT the Strategic Plan Updates report for June 25, 2025, be received as presented. **CARRIED**

8 Staff Reports

- a. **Summary from Management Team Meetings May 2025:** The CEO and the Management Team reviewed the job descriptions as part of the Joint Job Evaluation Committee. The job descriptions have been sent to all staff, which needed to happen before we hired the Marketing and Promotions Specialist due to the changes made. Staff were informed the Joint Job Evaluation Committee would still meet to officially review and rate each position. In May, we hired a new Marketing and Promotions Specialist who started on June 10 as a new position to help promote the library. All our special events can be found in our newsletter and website.
- b. **Monthly Library Use Report May 2025:** The CEO presented the statistics for May 2025.
- c. **Branch Reports:** The CEO presented the Branch reports for May 2025. The CEO shared some upcoming special events.
- d. **Staff Reports:** The CEO presented the Staff reports for May 2025.

Motion: 2025-06-07

Moved: C. Hall

Seconded: S. MacLellan

BE IT RESOLVED THAT the Staff Reports for June 25, 2025, be received, and the recommendations therein be approved. **CARRIED**

9 Friends of the Library

The CEO Reported to the Library Board updates on the Friends of NTPL, which met on June 19 via Teams. The CEO reported that the Friends Group has a new Chair. The Friends have raised \$202 and spent \$350 so far this year. At the meeting, the main items discussed were the Potato Festival and a purchase request from the CEO for programming/event tables. It was decided that the Friends would investigate possible deals for these items. The Friends will not meet in the summer and will keep in touch via email. The next meeting is scheduled for September 18 at 7pm via Teams.



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF June 25, 2025

Motion: 2025-06-08

Moved: S. MacLellan

Seconded: C. Hall

BE IT RESOLVED THAT the Friends of the Library Report for June 25, 2025, be received as presented. **CARRIED**

10 Information Items/Correspondence/Open Discussion

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

Motion: 2025-06-09

Moved: C. Hall

Seconded: J.A. Henry

BE IT RESOLVED THAT the Information Items/Correspondence for June 25, 2025, be received. **CARRIED**

11 Adjournment

Motion: 2025-06-10

Moved: D. Carr

Seconded: S. MacLellan

BE IT RESOLVED THAT the Library Board Meeting adjourned at 8:23 PM.

CARRIED



W. Gabrek, Chair



Jessica Mole, CEO