



# MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD  
FOR THE MEETING OF November 26, 2025

## 1 Members Present

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

### Staff

L. Jazwinski, Administrative Assistant

### Absent

J.A. Henry

### Guest

A. Desai – Monteith Brown  
R. Vespa – Rose Vespa Consulting

The Chair called the meeting to order at 7:16 PM.

## 2 Confirmation of Agenda and Call to Order

**Motion:** 2025-11-01

Moved: S. MacLellan

Seconded: R. Fedderson

**BE IT RESOLVED THAT** the Agenda for the Meeting of November 26, 2025, be approved as presented. **CARRIED**

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



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**4 Presentation from R. Vespa, Rose Vespa Consulting and A. Desai, Monteith Brown for Board Input Session for Recreation, Culture and Library Action Plan**

R. Vespa and A. Desai presented their questions to the Library Board for input and feedback regarding the action plan for the library.

**Motion: 2024-11-02**

Moved: D. Carr

Seconded: R. Fedderson

**BE IT RESOLVED** the presentation for the Board Input Session for the Recreation, Culture and Library Action Plan for November 26, 2025, be received as presented.

***CARRIED***

**5 Adoption of the Minutes of the Previous Library Board Meeting on 22 October 2025**

**Motion: 2025-11-03**

Moved: S. MacLellan

Second: C. Hall

**BE IT RESOLVED THAT** the Minutes of the Previous Library Board Meeting of 22 October 2025, be approved as presented.

***CARRIED***

**6 Financial Statements**

- a. **Financial Report for October 2025**
- b. **Cheque Register for October 2025**
- c. **Purchasing Card Report for October 2025**
- d. **Salaries & Benefits Summary for October 2025**

e. **Collection Agency Report** – The CEO presented the report on Collection Agency Services for discussion.

**Motion: 2025-11-04**

Moved: S. MacLellan

Seconded: C. McMillan



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**BE IT RESOLVED THAT** the New Tecumseth Public Library Board defers the motion to approve the Collection Agency report to the January 28, 2026, meeting awaiting further information from the CEO.

**CARRIED**

**Motion: 2025-11-05**

Moved: S. MacLellan

Seconded: C. McMillan

**BE IT RESOLVED THAT** the Financial Reports, the Cheque Register, the Purchasing Card Report, Salaries and Benefits Summary, and Collection Agency Report for November 26, 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. The Vice-Chair and the Board agreed to put dates on goals they would like to accomplish before the next Municipal election in 2026.
- b. Recreation, Culture, and Library Action Plan (RCLAP): The initial meetings took place on September 5<sup>th</sup>, 10<sup>th</sup> and 19<sup>th</sup>. The RCLAP launch was on October 22<sup>nd</sup> and in early November we had over 600 submissions. On November 18<sup>th</sup> staff and management participated in separate roundtables for feedback. All three branches were used as pop-up locations for public feedback. The consultants are present for a one-hour workshop to the Board at the November 26<sup>th</sup> meeting. The consultants will have deliverable to consolidate their findings in December and will present their findings in January 2026 to the Steering Committee, Council and the Library Board.
- c. It is 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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- d. **Camera Policy** – The CEO presented the Library Board with the updated Camera Policy for discussion.

**Motion:** 2025-11-06

**Moved:** S. MacLellan

**Seconded:** C. Hall

**BE IT RESOLVED THAT** the New Tecumseth Public Library Board approves the Camera Policy as amended date November 26, 2025.

**CARRIED**

- e. **Volunteer Policy** – The CEO presented the Library Board with the updated Volunteer Policy for Board Approval.

**Motion:** 2025-11-07

**Moved:** C. Hall

**Seconded:** R. Fedderson

**BE IT RESOLVED THAT** the New Tecumseth Public Library Board approves the Volunteer Policy as amended date November 26, 2025, with the understanding the duties therein are discussed with the Union per the Collective Agreement.

**CARRIED**

- f. **Co-op Student & Intern Policy** – The CEO presented the Library Board with the updated Co-op Student & Intern Policy for Board Approval.

**Motion:** 2025-11-08

**Moved:** S. MacLellan

**Seconded:** D. Carr

**BE IT RESOLVED THAT** the New Tecumseth Public Library Board approves the Co-op Student & Intern as amended date November 26, 2025, with the understanding the duties therein are discussed with the Union per the Collective Agreement.

**CARRIED**



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- g. **Friends of the Library Policy** – The CEO presented the Library Board with the updated Friends of the Policy for Board Approval.

**Motion:** 2025-11-09

**Moved:** R. Fedderson

**Seconded:** D. Carr

**BE IT RESOLVED THAT** the New Tecumseth Public Library Board approves the Friends of the Library Policy as amended date November 26, 2025, with the understanding the duties therein are discussed with the Union per the Collective Agreement.

**CARRIED**

**Motion:** 2025-11-10

Moved: S. MacLellan

Seconded: C. McMillan

**BE IT RESOLVED THAT** the Strategic Plan Updates report for November 26, 2025, be received as presented.

**CARRIED**

## 8 Staff Reports

- a. **Summary from Management Team Meetings October 2025:** The CEO presented the Summary from Management Team Meetings report from October 2025.
- b. **Monthly Library Use Report October 2025:** The CEO presented the statistics from October 2025.
- c. **Branch Reports:** The CEO presented the Branch reports from October 2025. The CEO shared some upcoming special events.
- d. **Staff Reports:** The CEO presented the Staff reports from October 2025.

**Motion:** 2025-11-11

Moved: D. Carr

Seconded: R. Fedderson

**BE IT RESOLVED THAT** the Staff Reports for November 26, 2025, be received, and the recommendations therein be approved.

**CARRIED**



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## 9 Friends of the Library

The CEO Reported to the Library Board updates on the Friends of NTPL, which was held on November 20 via Teams. As mentioned in the previous report the CEO has asked the Friends to confirm their attendance, and if there are less than three, the meeting will be cancelled. Friends have raised \$2,301 and spent \$470 so far this year. The current profit is \$3,020.61 since 2023. Still ongoing discussion from the Board to assist the growth of the Friends. The next meeting is scheduled for January 22, 2026, at 7:00pm via Teams.

**Motion: 2025-11-12**

Moved: S. MacLellan

Seconded: C. Hall

**BE IT RESOLVED THAT** the Friends of the Library Report for November 26, 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: 2025-11-13**

Moved: D. Carr

Seconded: R. Fedderson

**BE IT RESOLVED THAT** the Information Items/Correspondence for November 26, 2025, be received. **CARRIED**

## 11 Board Meetings to Virtual Meetings in January, February, and March of 2026

**Motion: 2024-11-14**

Moved: C. Hall

Seconded: R. Fedderson

**BE IT RESOLVED** that the New Tecumseth Public Library Board approves to have the January, February, and March 2026 Board meetings held virtually via Microsoft Teams, dated November 26, 2025. **CARRIED**



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## 12 In Camera

Personnel Issue Pertaining to an Identifiable Individual

**Motion: 2025-11-15**

Moved: D. Carr

Seconded: S. MacLellan

**BE IT RESOLVED** that the Library Board Meeting move In Camera to deal with three Personnel Issues Pertaining to Identifiable Individual.

**CARRIED**

**Motion: 2025-11-16**

Moved: S. MacLellan

Seconded: R. Fedderson

**BE IT RESOLVED** that the Library Board Rise to Report.

**CARRIED**

**Motion: 2025-11-17**

Moved: C. McMillan

Seconded: C. Hall

**BE IT RESOLVED** that the Library Board dealt with a Personnel Issues Pertaining to Identifiable Individual and that the confidential direction to the CEO and the Library Board Vice-Chair be approved.

**CARRIED**

## 13 Adjournment

**Motion: 2025-11-18**

Moved: D. Carr

Seconded: R. Fedderson

**BE IT RESOLVED THAT** the Library Board Meeting adjourned at 9:00 PM.

**CARRIED**

  
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W. Gabrek, Chair

  
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Jessica Mole, CEO