



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF October 22, 2025

1 Members Present

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

Staff

J. Knoester, Manager, D.A. Jones Branch
L. Jazwinski, Administrative Assistant

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

2 Confirmation of Agenda and Call to Order

Motion: 2025-10-01
Moved: R. Fedderson
Seconded: S. MacLellan

BE IT RESOLVED THAT the Agenda for the Meeting of October 22, 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 24 September 2025

Motion: 2025-10-02
Moved: J.A. Henry
Second: D. Carr

BE IT RESOLVED THAT the Minutes of the Previous Library Board Meeting of 24 September 2025, be approved as presented. **CARRIED**



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5 Financial Statements

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

Motion: 2025-10-03

Moved: R. Fedderson

Seconded: S. MacLellan

BE IT RESOLVED THAT the Financial Reports, the Cheque Register, the Purchasing Card Report, and Salaries and Benefits Summary, for October 22, 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 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): This title has replaced the Alliston Branch with the Town of New Tecumseth including the Library in the RCLAP. In early November, staff and management will participate in their first, separate roundtables for feedback. All three branches will be used for pop-up locations for feedback in November (Tottenham – November 19th; Alliston – November 24th; Beeton November 25th). The consultants will also present a one-hour workshop to the Board at the meeting in November.
- 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 2025.
- d. **Volunteer Policy** – The CEO presented the Library Board with the updated Volunteer Policy for Board Approval. The Library Board agreed to move this policy to be approved at the next meeting on November 26, 2025.



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- e. **Friends of the Library Policy** – The CEO presented the Library Board with the updated Friends of the Policy for Board Approval. The Library Board agreed to move this policy to be approved at the next meeting on November 26, 2025.

Motion: 2025-10-04

Moved: W. Gabrek

Seconded: R. Fedderson

BE IT RESOLVED THAT the Strategic Plan Updates report for October 22, 2025, be received as presented. **CARRIED**

7 Staff Reports

- a. **Summary from Management Team Meetings September 2025:** The CEO presented the Summary from Management Team Meetings report from September 2025.
- b. **Monthly Library Use Report September 2025:** The CEO presented the statistics from September 2025. Our presence on social media has still increased substantially since hiring our new Marketing and Promotional Specialist who will attend our meeting in November.
- c. **Branch Reports:** The CEO presented the Branch reports from September 2025. The CEO shared some upcoming special events.
- d. **Staff Reports:** The CEO presented the Staff reports from September 2025.

Motion: 2025-10-05

Moved: D. Carr

Seconded: J.A. Henry

BE IT RESOLVED THAT the Staff Reports for October 22, 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, which was cancelled on October 16 due to lack of attendance. Friends have raised \$2,285 and spent \$470 so far this year. The current profit is \$3,004.61 since 2023. Still ongoing discussion from the Board to assist the growth of the Friends. The next meeting is scheduled for November 20 at 7:00pm via Teams.



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Motion: 2025-10-06

Moved: R. Fedderson

Seconded: S. MacLellan

BE IT RESOLVED THAT the Friends of the Library Report for October 22, 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: 2025-10-07

Moved: J.A. Henry

Seconded: D. Carr

BE IT RESOLVED THAT the Information Items/Correspondence for October 22, 2025, be received. **CARRIED**

10 Adjournment

Motion: 2025-10-08

Moved: J.A. Henry

Seconded: R. Fedderson

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



W. Gabrek, Chair



Jessica Mole, CEO