



MEETING MINUTES

OF THE NEW TECUMSETH PUBLIC LIBRARY BOARD
FOR THE MEETING OF September 24, 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

L. Jazwinski, Administrative Assistant

The Chair called the meeting to order at 7:08PM.

2 Confirmation of Agenda and Call to Order

Motion: 2025-09-01
Moved: S. MacLellan
Seconded: R. Fedderson

BE IT RESOLVED THAT the Agenda for the Meeting of September 24, 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 25 June and 7 August 2025

Motion: 2025-09-02
Moved: J.A. Henry
Second: C. Hall

BE IT RESOLVED THAT the Minutes of the Previous Library Board Meeting of June 25, 2025, and August 7, 2025, be approved as presented. **CARRIED**



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5 Financial Statements

- a. **Financial Report for June - August 2025**
- b. **Cheque Register for June - August 2025**
- c. **Purchasing Card Report for June - August 2025**
- d. **Salaries & Benefits Summary for June – August 2025**
- e. **Jeffery Foundation Donation**

The CEO presented the motion to move the \$25,000 donation from the Jefferey Foundation to the Jefferey Foundation Reserve for Board Approval.

Motion: **2025-09-03**
Moved: S. MacLellan
Seconded: D. Carr

BE IT RESOLVED that the New Tecumseth Public Library Board approves the motion as presented, dated September 24, 2025.

CARRIED

f. **CRIC Donation**

The CEO presented the motion to move the \$25,000 donation from CRIC for upgrades to the Tottenham CIRC IdeaLab to the Grants and Donations Reserve for Board Approval.

Motion: **2025-09-04**
Moved: C. McMillan
Seconded: J.A. Henry

BE IT RESOLVED that the New Tecumseth Public Library Board approves the motion as presented, dated September 24, 2025.

CARRIED



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g. GIC Renewals

The CEO presented the GIC Renewals for the 2025-2026 year for Board Approval.

Motion: **2025-09-05**
Moved: D. Carr
Seconded: J.A. Henry

BE IT RESOLVED that the New Tecumseth Public Library Board approves to renew the Reserve Contributions at 2.72% for the 2025-2026 year as presented, dated September 24, 2025. **CARRIED**

h. Computer Purchases Report

The CEO presented the Computer Purchases Report, which included a recommendation to pull \$33,632.65 from the Capital Reserves to purchase replacement computers for all three branch locations for Board Approval.

Motion: **2025-09-06**
Moved: C. Hall
Seconded: C. McMillan

BE IT RESOLVED that the New Tecumseth Public Library Board approves the motion as presented, dated September 24, 2025.

CARRIED

i. Draft 2026 Budget

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

Motion: **2025-09-07**
Moved: R. Fedderson
Seconded: D. Carr

BE IT RESOLVED THAT the New Tecumseth Public Library Board approves the Draft Budget for 2026 (Operational and Capital) for an increase of 8% to present to Council on October 8, 2025, as amended, dated September 24, 2025. **CARRIED**



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Motion: 2025-09-08

Moved: C. Hall

Seconded: J.A. Henry

BE IT RESOLVED THAT the Financial Reports, the Cheque Register, the Purchasing Card Report, Salaries, Benefits Summary, Jeffery Foundation Donation, CRIC Donation, GIC Renewals, Computer Purchases Report and 2026 Draft Budget for 24 September 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. The initial meeting for the plan took place on September 5 with an introduction to everyone and a very broad overview. During this meeting, the only things that were relevant to library communication were: The Town and CEO agreed that the plan should be made holistically and not separately, which the consultants agreed with. The CEO confirmed at the meeting that we were currently undertaking a survey for our 2026-2031 Strategic Plan and have already received feedback from patrons that was specific to the library. The second meeting was on September 10 with a focus on a Branding and Marketing strategy. The third meeting was held on September 19, which was a kickoff meeting for a general introduction to the plan for NTPL Management and two Board Members. The consultants will tour the facilities on October 2 and have requested to attend one of our board meetings. The RCLAP will be completed with recommendations in the summer of 2026.
- c. It was suggested to complete the Strategic Plan in 2026 when the consultants for the RCLAP would receive feedback from the community which might have been missing in our feedback process that we had in the summer of 2025.



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- d. **2026 NTPL Statutory Holiday Closures and Staff Meetings** – The CEO presented the 2026 NTPL Statutory Holiday Closures and Staff Meetings for Board Approval.

Motion: 2025-09-09

Moved: C. McMillan

Seconded: S. MacLellan

BE IT RESOLVED THAT the New Tecumseth Public Library Board approves the 2026 Statutory Holiday Closures and Staff Meetings as presented, dated September 24, 2025.

CARRIED

- e. **Camera Policy** – The CEO presented to the updated Camera Policy for Board Approval. The Library Board agreed to move this policy to be approved at the next meeting on October 22, 2025.

Motion: 2025-09-10

Moved: D. Carr

Seconded: C. Hall

BE IT RESOLVED THAT the Strategic Plan Updates report for September 24, 2025, be received as presented.

CARRIED

7 Staff Reports

- a. **Summary from Management Team Meetings June to August 2025:** One of our Circulation Assistant is retiring at the end of October after 31 years. We will have a pizza party to celebrate her retirement and have also had her choose the theme for staff's Halloween Costume contest. The CEO invited the Board to attend the retirement of our staff member. All our special events can be found in our newsletter and website.
- b. **Monthly Library Use Report June to August 2025:** The CEO presented the statistics from June to August 2025. The stats for July and August were slightly down from last year due to the Town cancelling some of their events which the library participated in attending. Our presence on social media has increased substantially since hiring our new Marketing and Promotional Specialist in June.
- c. **Branch Reports:** The CEO presented the Branch reports from June to August 2025. The CEO shared some upcoming special events.



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- d. **Staff Reports:** The CEO presented the Staff reports from June to August 2025.
- e. **EDI Newsletter Issue 3:** The CEO presented the 3rd Volume of the EDI Newsletter to the Library Board.
- f. **NTPL General Presentation of Library Services:** - The CEO presented the NTPL General Presentation of Library Services to the Library Board to present to Council as part of the Draft Budget 2026.

Motion: 2025-09-11

Moved: J.A. Henry

Seconded: R. Fedderson

BE IT RESOLVED THAT the Staff Reports for September 24, 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 scheduled for September 18 via Teams. The CEO reported that after two reminders no one showed up for the meeting. We have the Chair helped with the Potato Festival Sale and no one was available for the Beeton Fall Fair. Going forward the CEO will ask the Friends to confirm if they are attending the virtual meetings, and if less than three respond then the meeting will be cancelled. The CEO would like to review the Friends and Volunteer Policies with the Board at the next meeting. The Friends have raised \$2,254 and spent \$470 so far this year. Since 2023, Friends have raised \$5,137.50 when accounting for 2025's expenditures. In 2024 and 2023, the Friends expenditures came directly out of NTPL Budget to help them grow funds which cost NTPL \$2,163.89. The next meeting is scheduled for October 16 at 7pm via Teams.

Motion: 2025-06-12

Moved: C. McMillan

Seconded: C. Hall

BE IT RESOLVED THAT the Friends of the Library Report for September 24, 2025, be received as presented.

CARRIED



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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: 2025-09-13

Moved: D. Carr

Seconded: S. MacLellan

BE IT RESOLVED THAT the Information Items/Correspondence for September 24, 2025, be received.

CARRIED

10 In Camera

Personnel Issue Pertaining to an Identifiable Individual

Motion: 2025-09-14

Moved: W. Gabrek

Seconded: R. Fedderson

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

CARRIED

Motion: 2025-09-15

Moved: R. Fedderson

Seconded: D. Carr

BE IT RESOLVED that the Library Board Rise to Report

CARRIED

Motion: 2025-09-16

Moved: S. MacLellan

Seconded: R. Fedderson

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

CARRIED



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11 Adjournment

Motion: 2025-09-17
Moved: J.A. Henry
Seconded: C. Hall

BE IT RESOLVED THAT the Library Board Meeting adjourned at 8:59PM.

CARRIED



W. Gabrek, Chair



Jessica Mole, CEO