



King Township Public Library Board Meeting
APPROVED MINUTES – April 21, 2026
KING CITY LIBRARY BRANCH

Board Present:	Caroline Anderson (C), Irene deGeus, Rose Grimaldi, Councillor Jordan Cescolini
Board Virtual:	Aleisha Richards (VC), Mayor Steve Pellegrini
Staff Present:	Adele Reid, Mark Cornell, Domenica Lollo
Staff Virtual:	∅
Regrets:	Patti Skrypek, Councillor David Boyd, Michael Tedesco (FC), Danielle Donadio
Absent:	∅
Guests:	∅

1.	Call to Order Chair Caroline Anderson called the meeting to order at 7:01 p.m.
2.	Approval of the Agenda Motion 2026-04-01: Board meeting agenda <i>Moved by Rose Grimaldi, seconded by Councillor Jordan Cescolini, that the Board approve the agenda as amended. Carried.</i>
3.	Declarations of Conflict of Interest – ∅
4.	Approval of the Minutes
	4.2 Approval of the Preceding Board Meeting minutes – March 21, 2026 Motion 2026-04-02: Board meeting minutes – March 21, 2026 <i>Moved by Irene de Geus, seconded by Mayor Steve Pellegrini, that the Board receive and approve the Board meeting minutes as presented. Carried.</i>
5.	Business Arising from the Minutes
	5.1 Update – Meeting between ToK CFO and KTPL CEO/KTPL Board Finance Chair Following the March 31 Board discussion, initial conversations have begun with municipal leadership regarding the development of a Memorandum of Understanding (MOU) between the Town and KTPL, starting with financial integration. A meeting with the CFO, Director of Community Services, Finance Chair, and CEO focused on identifying key topics for inclusion in the MOU or accompanying service schedules. Emphasis was placed on recognizing the Board’s fiduciary and governance responsibilities, maintaining library reserve funds for library purposes, and ensuring transparency. The priority agreed upon was clarifying how library reserves are held and reported, with the CFO reviewing current practices and working toward an appropriate transition. The Library’s charitable status

was also discussed, noting concerns about donor perception and access to charitable benefits, which will be further explored.

The group agreed to move forward with transitioning library revenue processes and program and room bookings to municipal systems in 2027 to reduce duplication and improve public access to services. Financial integration will require updates to several Board policies, and it is recommended that the Board adopt a formal reserve policy. While municipal leadership expressed a desire to reduce duplication across systems, staffing, and technology, concerns were raised about preserving library-specific expertise and services. Support for non-library-specific functions such as HR and IT is welcomed; however, it remains important to ensure policies and structures reflect the unique operational realities of the Library. Ongoing discussions will continue with municipal leadership on finance, IT, and HR matters.

Motion 2026-04-03: Business Arising from the Minutes

Moved by Caroline Anderson, seconded by Mayor Steve Pellegrini, that the Board receive and accept the business arising related to the Meeting between ToK CFO and KTPL CEO/KTPL Board Finance Chair, for information as presented. Carried.

6. Correspondence - Ø

7. Reports

7.1 2026 – Q1 Financials

CEO Adele Reid reported an overview of operating revenues and expenses, as well as capital and reserve activity, as of March 31, 2026, compared to the approved budget. Effective January 1, 2026, the Library transitioned to the municipal financial system, requiring changes to the structure and presentation of financial reporting. In consultation with the Finance Chair, Michael Tedesco, a revised reporting approach was implemented whereby detailed financial statements are reviewed in advance by the Finance Chair, and a high-level financial summary is presented to the Board. Board members expressed appreciation for the new high-level summary format; however, the Vice Chair, Aleisha Richards, recommended that more detailed financial reports continue to be provided at mid-year and year-end.

As of the end of the first quarter, the operating budget is tracking as expected, with 21% of the annual budget utilized. Key highlights include interest revenue earned from reserves, user fee revenues exceeding forecast due to strong March Break attendance, and favourable payroll results attributable to vacancies, despite a vacation accrual related to the 2025 year-end transition, which is currently under review with the Township.

Motion 2026-04-04: 2026 – Q1 Financial Report

Moved by Aleisha Richards seconded by Councillor Jordan Cescolini, that the Board receive and accept the 2026 – Q1 Financial report for information as presented. Carried.

8.	<p>Policy Review and Updates</p>
8.1	<p>Policy Cover Report and revised Policy OP-13 Accessibility Policy Review</p> <p>The Policy Committee presented its review of the policy and recommended that no further changes or updates were required at this time, which the Board accepted.</p> <p>The CEO advised that the Governance and By-Law policies are scheduled for Board review in the coming months. The Board was asked to consider whether this work should be undertaken by the current Board or deferred to the newly appointed Board following the municipal elections. Members discussed the respective advantages and drawbacks of both approaches and acknowledged the merits of each. It was agreed that this matter will be brought forward again for further discussion at the May Board meeting.</p> <p>Motion 2026-04-05: Approval of Policy OP-13 Accessibility Policy Review</p> <p><i>Moved by Irene de Gues, seconded by Aleisha Richards, that the Board receive and approve Policy #OP-13 as presented and recommended by the Policy Committee. Carried.</i></p>
9.	<p>Information</p>
9.1	<p>CEO Report</p> <p>Of the topics addressed in the April report, the CEO highlighted the Municipal Buy Ontario Procurement Directive. She advised that initial reviews suggest that there are few impacts if any on regular operational purchasing. That said, the directive was announced with no notice and consequently, it is still under analysis to understand the terms of compliance. The CEO will continue to gather information on how the directive applies to KTPL as it comes available. There were no further questions on the Report from the Board.</p>
9.2	<p>Staff Service Anniversary – Domenica Lollo 20 years</p> <p>The CEO acknowledged Domenica Lollo on her 20th anniversary with the Library. She began her service on April 18, 2006, and has been a valued and dedicated member of the team, contributing her creativity, professionalism, and expertise over many years. Her commitment and contributions were recognized and appreciated by the Board.</p>
9.3	<p>Infographic – March Break</p> <p>The CEO reported on the strong success of the Library’s March Break programming, which achieved participation levels comparable to pre-COVID benchmarks. Attendance increased by 99%, reflecting the Programming team’s outstanding work in curating a diverse and engaging range of unique programs. The week also resulted in a 38% increase in new library card registrations and a 58% increase in website visits. The CEO congratulated the entire team, including Programming and Public Services staff, for their collaboration and contribution to this successful March Break.</p>

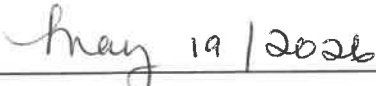
	9.4	<p>Tell 5 People – LinkedIn</p> <p>LinkedIn is widely known for its professional and business-focused courses, but it also offers a surprising range of content for hobbyists and lifelong learners. From photography, graphic design, and music production to personal productivity, wellness, and creative writing, LinkedIn provides high-quality learning opportunities for anyone looking to explore new interests or develop personal skills.</p>
		<p>Motion 2026-04-06: Information Reports – April 2026</p> <p><i>Moved by Councillor Jordan Cescolini seconded by Rose Grimaldi, that the Board receive and accept all reports for information as presented for April 2026. Carried.</i></p>
10.		<p>New Business - ∅</p>
11.		<p>Member Announcements</p>
	11.1	<p>➤ Rose Grimaldi</p> <ul style="list-style-type: none"> ○ Arts Society King, in partnership with the King Heritage & Cultural Centre, is presenting the 6th Annual Writing Contest, <i>Timeless Tales: From the Cradle, the Altar, and the Grave</i>. The contest is open to writers of all ages, with categories for Grades 1–4, 5–8, 9–12, and adults (18+). Winners will receive a \$100 prize and an invitation to participate in Tale Teller’s Night on September 24, 2026, where selected works will be read aloud. All submissions will also be considered for inclusion in a digital anthology. The submission deadline is May 31, 2026.
12.		<p>Adjournment</p>
		<p>Motion 2026-04-07: Adjournment</p> <p><i>Moved by Caroline Anderson, seconded by Aleisha Richards, that the Board meeting be adjourned. Carried.</i></p> <p>The meeting adjourned at 8:00 p.m.</p>



Board Chair



Chief Executive Officer



Date