

King Township Public Library Board Meeting  
**APPROVED MINUTES – November 18, 2025**  
KING CITY BRANCH

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

1. **Call to Order**  
Chair Caroline Anderson called the meeting to order at 7:04 p.m.
2. **Approval of the Agenda**  
**Motion 2025-11-01: Board meeting agenda**  
*Moved by Aleisha Richards, seconded by Rose Grimaldi, that the Board approve the agenda as amended. Carried.*
3. **Declarations of Conflict of Interest – Ø**
4. **Approval of the Minutes**
  - 4.1 **Approval of the Preceding Board Meeting minutes – October 21, 2025**  
**Motion 2025-11-02: Board meeting minutes – October 21, 2025**  
*Moved by Patti Skrypek, seconded by Rose Grimaldi, that the Board receive and approve the Board meeting minutes as presented. Carried.*
  - 4.2 **Approval of the Advocacy and Fundraising Committee Minutes – October 21, 2025**  
**Motion 2025-11-03: Advocacy & Fundraising Committee minutes – October 21, 2025**  
*Moved by Irene de Geus, seconded by Patti Skrypek, that the Board receive and approve the Board meeting minutes as presented. Carried.*

**5. Business Arising from the Minutes**

**5.1 Advocacy and Fundraising Committee – Update**

The Advocacy and Fundraising Committee met on October 21, 2025, for the first time since the successful *Celebrate King – Acoustic Art Installation*. The discussion centered on identifying next steps, with particular attention given to strengthening the advocacy side of the committee's work. With this, the committee is looking at running library drop-in sessions at each branch over a few Saturdays in October 2026. The idea is to promote library services while also connecting with community members who might be interested in joining the Board, especially since it is municipal election season.

The committee revisited fundraising opportunities for 2027 and re-proposed hosting a Mayor's Wine and Cheese event to engage corporate sponsors. This initiative would move forward only if it were tied to a project that enhances community use and experiences across our library branches.

**Motion 2025-11-04: Business Arising – Advocacy & Fundraising Committee Update**

*Moved by Caroline Anderson seconded by Aleisha Richards, that the Board receive and accept the business arising related to the Advocacy & Fundraising Committee, for information as presented. Carried.*

**6. Correspondence**

**6.1 Correspondence Received – Schomberg Room Renter & Art Society King**

Library CEO Adele Reid presented and reviewed the correspondence received with the Board members in attendance.

**Motion 2025-11-05: Correspondence Received**

*Moved by Councillor David Boyd, seconded by Irene de Geus, that the Board receive the correspondence for information, as presented. Carried.*

**7. Reports**

**7.1 2025 Financials – Year End Estimate**

The CEO advised that the current Year End financial estimate is a favourable variance, which has grown from earlier estimates, driven by

- Continued vacancies and timing of filling those positions
- The receipt of a \$5000 donation from a long-time patron
- A second "surplus-funds" credit was received from WSIB in the amount of \$3009

The favourable position will be utilized to acquire equipment and updates that could not be included in the budget:

- New display shelving at Nobleton
- Update of program room chairs in Nobleton
- Updating locking mechanisms to FOBS on large glass doors in King City lower foyer
- Shelving to improve access to items in King City storage room

- Update of lighting system in King City's Make-It Lab to eliminate issues associated to light sensors

#### **Motion 2025-10-05: Reports – Q3 Financial Report**

*Moved by Rose Grimaldi seconded by Aleisha Richards, that the Board receive and accept the Q3 Financial Report for information as presented. Carried.*

8.

#### **Policy Review and Updates**

8.1

#### **Policy Update – Personal & Bereavement Leave**

To facilitate the transition of employee profiles to the Township's time management and payroll platform before a revised policy can be formally presented, the CEO requested the Board approve an update to personal and bereavement time away from work to align with the Township's standards. The update will be reflected in the updated Human Resource policy that will be presented to the Board in the first quarter of 2026.

#### **Motion 2025-11-07: Policy Update – Personal & Bereavement Leave**

*Moved by Caroline Anderson, seconded by Patti Skrypek, that the Board receive and approve the updates related to the HR Policy - Personal & Bereavement Leave. Carried.*

9.

#### **Information**

9.1

#### **CEO Report**

In addition to the written report, Ms. Reid informed the Board of the following:

- Attaining quorum for Board meetings has been a continued challenge in 2025: commitment by all Board members on attendance is vital to the success of our Board
- With Municipal Council elections scheduled for October 2026, it is recommended the Board initiate plans to promote membership. It was noted:
  - The Mayor and Council select and appoint candidates to the Board.
  - The membership should include a range of experience/skillset in all areas (Business owners, accountants, fundraising, etc.).
  - Candidates/applicants should have good networks to enable advocacy and promotion of library services.
  - Candidates must live in the township. Membership should be a balanced representation all villages of the Township. The current Board has a strong representation from King City.
- Development Charges Study
  - The study is currently in its draft state, focussing on the requirements to maintain core infrastructure service levels impacted by growth anticipated

into 2051. Infrastructure includes Library services, including library space and the collection, along with related studies.

- DC funding can only be used for purchases required because of growth.
- Ms. Reid urged Board members to review the Facilities Master Plan, which suggests that future Library growth and construction should consider part of a larger multi-purpose facility.
- Ms. Reid announced the all-staff meeting on Monday, November 24, 2025. All Board members are invited to attend.

**9.2 Stats-at-a-Glance – October 2025**

Kelley England was pleased to report to the Board that overall statistics for October 2025 showed growth. Highlights included an outstanding turnout for the preschool haunted house, as well as notable increases in both in-person visits and check-outs.

**9.3 Tell 5 People - *Brainfuse***

Mark Cornell presented the database *Brainfuse*, which is an online learning platform that provides live tutoring, homework help, writing assistance, test preparation, and career resources for students and adult learners. Board members were requested to promote this database by sharing it with at least five individuals.

**Motion 2025-11-08: Information Reports – November 2025**

*Moved by Rose Grimaldi seconded by Irene de Geus, that the Board receive and accept the Information reports as presented for November 2025. Carried.*

**10.**

**New Business**

**10.1 Board Succession Planning**

CEO Adele Reid provided the Board with an update on the N6 Board Workshop on Board Transition and Succession Planning, held on October 25 at the East Gwillimbury Public Library within the new Health and Active Living Plaza.

The workshop featured two presentations:

- Allison Pilon – *Board Transition and Succession Planning*
- James Turk – *Intellectual Freedom*

These sessions offered timely insights that will be particularly relevant as the Board approaches both an election year and the conclusion of the current term.

Ms. Reid strongly encouraged Board members who were unable to attend to review the presentation materials and the live session recording, all of which are available on the Board Portal under *Board Documents → Orientation → Presentations*.

Ms. Reid recommended that in early 2026, the Board establish a committee tasked with preparing the Letter of Succession for the 2027 incoming Board and promotion of Board membership within the community. She will add this to the agenda in January for discussion.

- 10.2** **Reminder - December Holiday Board Dinner – Tuesday, December 9<sup>th</sup> @ 6:30pm**  
Please RSVP Domenica no later than November 26<sup>th</sup>.

**Motion 2025-11-09: Board Succession Planning & Board Dinner**

*Moved by Caroline Anderson, seconded by Patti Skrypek, that the Board receive and accept the information related to Board Succession Planning and the scheduled date for the Board Holiday dinner as presented. Carried.*

- 10.3** ***In-Camera* – Personnel matter about an identifiable person**

**Motion 2025-11-10: Board recessed into closed session at 8:15 p.m.**

*Moved by Rose Grimaldi, seconded by Aleisha Richards, that the Board meeting recess into closed session to discuss personnel matters about an identifiable person. Carried.*

**Motion 2025-11-11: Board meeting reconvened at 8:24 p.m.**

*Moved by Rose Grimaldi, seconded by Aleisha Richards, that the Board meeting reconvene. Carried.*

**11.**

**Member Announcements**

**11.1** ➤ *Patti Skrypek*

- King Artisan Holiday Market will be held Nov.22-23 – 11am-4pm. Additionally, Arts Society King and the Township of King (One of a King Handmade Holiday Market) have partnered to provide shoppers a seamless shopping experience by providing a free shuttle bus between the two shopping events.
- Ms. Skrypek provided notice that she can no longer serve as a Policy Committee member. Ms. Reid will include this change for discussion at the January 2026 meeting

➤ *Adele Reid*

- Mrs. Claus (aka Adele Reid) will be presenting a story time at the King Heritage and Cultural Centre during the ‘Santa’s Cookie Bites & Holiday Lights’ event on Saturday, November 29<sup>th</sup> from 5:30 – 7:00 pm.

➤ *Councillor David Boyd*

- The Nobleton Tree Lighting event will be held on Sunday, December 7, 2025, at the Nobleton Gazebo, located at 8 Sheardown Drive. The free, family-friendly event runs from 5:00 PM to 7:30 pm. The Nobleton Library Branch will be hosting holiday crafts for children in the program room.

12.

**Adjournment**

**Motion 2025-11-12: Adjournment**

*Moved by Rose Grimaldi, seconded by Irene de Geus, that the Board meeting be adjourned. Carried.*

The meeting adjourned at 8:32 p.m.

*Baroline Anderson*

**Board Chair**

*[Signature]*

**Chief Executive Officer**

*Jan 20/2026*

**Date**