

King Township Public Library Board Meeting
APPROVED MINUTES – September 16, 2025
KING CITY BRANCH

Board Present:	Caroline Anderson (C), Irene deGeus, Rose Grimaldi, Patti Skrypek, Councillor Jordan Cescolini
Board Virtual:	Aleisha Richards (VC), Michael Tedesco (FC)
Staff Present:	Adele Reid, Kelley England, Domenica Lollo
Regrets:	Danielle Donadio, Mayor Steve Pellegrini, Councillor David Boyd
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 2025-09-01: Board meeting agenda <i>Moved by Patti Skrypek, seconded by Irene deGeus that the Board approve the agenda as presented. Carried.</i>
3.	Declarations of Conflict of Interest – Ø
4.	Approval of the Minutes Approval of the Preceding Board Meeting minutes – June 25, 2025 Motion 2025-09-02: Board meeting minutes – June 25, 2025 <i>Moved by Councillor Jordan Cescolini, seconded by Rose Grimaldi, that the Board receive and approve the Board meeting minutes as presented. Carried.</i>
5.	Business Arising from the Minutes
5.1	Celebrate King – Final Costs Rose Grimaldi, Advocacy and Fundraising Committee Chair, reported to the Board that the recent Celebrate King event was a great success, delivered on time and within budget.
5.2	Board Liability Insurance Coverage Report Board Chair Caroline Anderson presented her recent findings regarding liability insurance coverage for all acting Library Board members. She confirmed that members are fully covered under the Township of King's insurance policy for liability and errors and omissions. She emphasized the importance of conducting an annual follow-up with the

		Township to ensure continuity of coverage. The Board further agreed that it is essential to inform all incoming members of this coverage as part of their orientation. Motion 2025-09-03: Business Arising <i>Moved by Irene deGeus, seconded by Aleisha Richards, that the Board receive and accept the information presented as business arising from the minutes. Carried.</i>
6.		Correspondence Library CEO Adele Reid presented and reviewed all correspondence received with the Board members in attendance. Motion 2025-09-04: Correspondence Received <i>Moved by Rose Grimaldi, seconded by Michael Tedesco, that the Board receive the correspondence for information, as presented. Carried.</i>
7.		Reports
	7.1	Q2 Financial Report The Library CEO reported to the Board that second quarter performance is tracking as expected, with risks effectively balanced by opportunities, and remains on target with the approved budget. Motion 2025-09-05: Q2 Financial Report <i>Moved by Councillor Jordan Cescolini, seconded by Michael Tedesco, that the Board receive and approve the reports for information as presented. Carried.</i>
	7.2	2026 Budget Update The adjusted Operating and Capital budgets provided limited opportunity for reductions. These budgets have been incorporated into the consolidated municipal budget for 2026 and are currently under review as part of the preparation of the 2026 Budget Binder. While no further adjustments to the Library budgets are anticipated at this stage, changes may occur based on Council's direction. The Board is encouraged to review the binder once it is released to the community and to take part in the public consultation/open house being held on Wednesday, November 12th, 2025. Motion 2025-09-06: 2026 Budget Update <i>Moved by Irene deGeus, seconded by Michael Tedesco, that the Board receive and approve the reports for information as presented. Carried.</i>
8.		Policy Review and Updates
	8.1	CEO Adele Reid reported that, in collaboration with the Policy Committee, the Vacation Policy and Sick Leave Policy will be reviewed and updated for discussion at the October or

		November Board meeting, as current provisions are not aligned with industry and library standards.
9.		Information
	9.1	Engagement & Connections Departmental Update Manager of Engagement & Connections, Kelley England, presented an update on the Summer Reading Club (SRC) statistics. While registrations for the SRC increased, a slight decline in participation was observed. This was primarily attributed to the Canada Day holiday falling on a Tuesday, resulting in the loss of eight potential programs, as well as challenges in securing School Board access, which limited school and classroom outreach. It was noted that greater outreach typically results in higher participation. October marks Canadian Library Month, with Ontario Public Library Week taking place from October 19 to 25. Several events are planned during this week, including author talks and a variety of programs. Complimentary apple cider will also be available to patrons throughout the week. The 2024 Annual Report, which has been made available at all branches and on the Library's website, was distributed by the Manager of Engagement & Connections.
	9.2	CEO Report In addition to the CEO's written report, Ms. Reid informed the Board of a recent visit from a manager of the Orangeville Public Library for review of KTPL's lockdown procedures and staff training. KTPL's emergency response procedures are highly lauded in the library community. Ms. Reid also noted that with the start of the new school year, additional oversight of high school and elementary students during lunch periods has resumed. At present, no issues have been observed, and this period is being used to remind both new and returning students of Library rules and their enforcement.
		Motion 2025-09-07: Information Reports – September 2025 <i>Moved by Irene deGeus, seconded by Patti Skrypek, that the Board receive and accept the both the CEO Report and Engagement & Connections Departmental report for information, as presented for September 2025. Carried.</i>
10.		New Business
	10.1	KTPL Organizational Review CEO Adele Reid presented an updated organizational chart to the Board and provided a brief overview. Over the past several months, she has worked with Marianne Love, the same compensation and pay equity consultant used by the Township, to evaluate job descriptions and titles to ensure alignment with both Library and Township standards. Upon completion of this process, titles for the new organization structure will be finalized, and recruitment for a new Collections Manager will commence.

11.	Member Announcements
11.1	➤ <i>Patti Skrypek</i> ○ ASK presents <i>A Collection of Timeless Tales – ‘The Letters’</i>. Everyone is welcome to join us for an evening of the judges’ favourites reading their stories inspired by the personal letters and journal of bygone King residents and published in the 5th edition of <i>A Collection of Timeless Tales V – ‘The Letters’</i>. <i>Tale Tellers</i> night will be held Thursday, September 18, 2025 from 6:30 – 8:30 pm, Laskey Hall in King City. The anthology is now available for sale at the King Heritage and Cultural Centre and will also be available for sale during this event.
12.	Adjournment
	Motion 2025-09-08: Adjournment <i>Moved by Rose Grimaldi, seconded by Councillor Jordan Cescolini, that the Board meeting be adjourned. Carried.</i> The meeting adjourned at 8:05 p.m.



Board Chair



Chief Executive Officer

Oct. 21st 2025

Date