

**King Township Public Library Board Meeting**  
**APPROVED MINUTES – September 19, 2023**  
**King City Library Branch**

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

1.	<b>Call to Order</b> Chair Aleisha Richards called the meeting to order at 6:32 p.m.
2.	<b>Approval of the Agenda</b>  <b>Motion 2023-09-01: Board meeting agenda</b> <i>Moved by Rose Grimaldi, seconded by Irene deGeus, that the Board approve the agenda as presented. Carried.</i>
3.	<b>Declarations of Conflict of Interest – Ø</b>
4.	<b>Approval of the Board meeting minutes – June 20, 2023</b>  <b>Motion 2023-09-02: Board meeting minutes – June 20, 2023</b> <i>Moved by Councillor Jordan Cescolini, seconded by Rose Grimaldi, that the Board receive and approve the meeting minutes as presented. Carried.</i>
5.	<b>Business Arising from the Minutes</b>
5.1	<b>Final 2022 Financial Statement</b>  2022's financials were subject to a full audit, the first in over a decade since the previous Township Director of Finance had the Library's financials consolidated with the Township for audit purposes as a cost savings measure. Consequently, in order to provide an opinion, the auditors from KPMG performed their analysis on not only 2022, but 2021 and 2020. KPMG was satisfied with fiscal controls and the presentation of the financials.  The final audited statement has been reviewed by the Finance Committee, and Finance Chair Michael Tedesco, fully supports the report and recommends that the Board approve it. Next steps include sending KPMG a Management Representation Letter accepting the audit, which will trigger the publishing of the final statement. Once signed by the CEO and Board Chair, the statement will be published on our website for stakeholders and the community.

		<p>The final fee related to this audit is \$10,500, versus the original budget of \$5,000. Upon review with the current Director of Finance, it was determined that this bill was not overstated since a thorough 'catch-up' was completed. This increase will be covered by savings associated to 2023 vacancies.</p> <p><b>Motion 2023-09-03: 2022 Financial Statement - Final</b></p> <p><i>Moved by Caroline Anderson, seconded by Aleisha Richards, that the 2022 Financial Statement is received and approved as presented. Carried.</i></p>
	<b>5.2</b>	<p><b>2024 Budget Status -Verbal</b></p> <p>CEO Adele Reid provided the Board an update on the status of the 2024 Budget. The Library's 2024 base budget is currently requiring \$ 2,151,211 in funding from the Township, a 5.7% increase from 2023's final approved budget, despite saving over \$37,000 through organizational changes, eliminating a third-party courier, and higher interest revenues on reserves. Mostly related to recent market/pay equity adjustments and annual COLA and step changes, there were also unavoidable increases in telecommunication and internet service, as well as inflation.</p> <p>The Library has also presented the Director of Finance 4 Program Changes, totalling \$97,449:</p> <ul style="list-style-type: none"> <li>• Full-time Cataloguing Specialist</li> <li>• Full time Program Specialist</li> <li>• King City - Mondays 10am - 8pm</li> <li>• Nobleton/Schomberg open Fridays</li> </ul> <p>Leveraging transitions of current part-time positions and shifting hours of operation from low use periods, these requests answer the communities needs for more access to the branches as well as the popular Maker/STEAM programs.</p> <p>Ultimately, the end objective is to have a balanced service plan that addresses the community's needs that most effectively returns the investment of their tax dollars.</p>
	<b>6.</b>	<b>Correspondence</b>
	<b>6.1</b>	<p><b>Correspondence Received – Art Society King</b></p> <p><b>Motion 2023-09-04: Correspondence</b></p> <p><i>Moved by Caroline Anderson, seconded by Councillor Jordan Cescolini, that the Board receive the correspondence as presented. Carried.</i></p>
	<b>7.</b>	<b>Reports</b>
	<b>7.1</b>	<b>Q2 Financial Statement</b>
	<b>7.2</b>	<b>Q2 Statistics</b>

		<p>The Board was presented with statistics from the second quarter, demonstrating continued growth in visits and participation in programs. Board Trustee Mayor Pellegrini requested that in the future, a year over year analysis be presented, of which CEO Adele Reid advised would be presented as a final 2023 report in early 2024.</p>
		<p><b>Motion 2023-09-05: Q2 Financial Statements &amp; Q2 Statistics</b></p> <p><i>Moved by Councillor Jordan Cescolini, seconded by Caroline Anderson, that the Q2 Financial Statement and Statistics be received for information as presented. Carried.</i></p>
	<b>7.3</b>	<p><b>Advocacy and Fundraising Committee – Verbal Report by Board Trustee Rose Grimaldi</b></p> <p>Rose Grimaldi provided the Board members with an update on the newly created Advocacy and Fundraising Committee. This committee is comprised of Board members Rose Grimaldi, Patti Skrypek and Daniele Donadio. While the committee is still in its initial phases, they have already completed an <i>Advocacy and Fundraising Policy</i> as well as a <i>Terms of Reference</i> to document the Board’s goals and guidelines on this topic.</p> <p>Next steps include establishing the framework required to effectively build and execute a successful advocacy and fundraising plan.</p> <p>Ms. Grimaldi also shared that she has connected with Bobbi Sabatini, a Board member for the Georgina Public Library involved with advocacy and fundraising, who has provided great insight and advice on the matter.</p> <p>The committee hopes to have a plan in place by January 2024 with possible events and fundraising efforts for the 2024 Spring and Fall seasons.</p>
<b>8.</b>		<b>Policy Review and Updates</b>
	<b>8.1</b>	<b>BL-07 - Advocacy and Fundraising</b>
	<b>8.2</b>	<b>HR-TBD - Disconnect from Work</b>
	<b>8.3</b>	<b>HR-TBD - Electronic Monitoring</b>
		<p><b>Motion 2023-09-06: Policy Review – BL-07, HR-TBD, and HR-TBD</b></p> <p><i>Moved by Councillor Jordan Cescolini, seconded by Daniele Donadio, that the Board receive and approve the new and updated policies as presented. Carried.</i></p>
<b>9.</b>		<b>Information</b>
	<b>9.1</b>	<b>Department Activity Report</b>
	<b>9.2</b>	<b>CEO Report – Verbal</b>
		<p><b>Motion 2023-09-07: Reports – September 2023</b></p> <p><i>Moved by Rose Grimaldi, seconded by Caroline Anderson, that the Board receive all reports for information as presented for September 2023. Carried.</i></p>
<b>10.</b>		<b>Member Announcements</b>
	<b>10.1</b>	<p>➤ <b>Shared by Daniele Donadio on behalf of Patti Skrypek</b> – A reminder to all Board members regarding the upcoming fundraising event in support of ‘Christmas in King’.</p>

A Yuk Yuk's comedy night at the Kingsbridge Centre is scheduled for this Saturday, September 23<sup>rd</sup>, with a limited number available.

**11. New Business**

**11.1 Nobleton Montessori School Donation – Presentation**

Kelley England informed the Board about a recent donation received by KTPL. Nobleton Montessori School management reached out to inform the Library that their students selected King Township Public Library – Nobleton Branch, as the recipients of \$2000 collected by the students during an annual fundraiser. The students have requested that their donation be used towards the purchase of materials and equipment for the children's collection/area at the branch.

The Montessori school management have agreed to a formal presentation of the donation. Ms. England is making arrangements for the event, and requested the presence of both Mayor Pellegrini and Councillor Boyd. She will provide the Board with more information once details are finalized.

**12. Adjournment**


**Motion 2023-09-08: Adjournment**

*Moved by Councillor Jordan Cescolini, seconded by Mayor Steve Pellegrini, that the Board meeting be adjourned. Carried.*

The meeting adjourned at 8:40 p.m.

  
\_\_\_\_\_  
**Board Chair**

  
\_\_\_\_\_  
**Chief Executive Officer**

  
\_\_\_\_\_  
**Date**