

King Township Public Library Board Meeting
APPROVED MINUTES – June 25, 2025
SCHOMBERG BRANCH

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

1. **Call to Order**
Chair Caroline Anderson called the meeting to order at 6:37 p.m.
2. **Approval of the Agenda**
Motion 2025-06-01: Board meeting agenda
Moved by Aleisha Richards, seconded by Michael Tedesco, 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 Emergency Board meeting minutes – May 13, 2025**
Motion 2025-06-02: Emergency Board meeting minutes – May 13, 2025
Moved by Patti Skrypek, seconded by Aleisha Richards, that the Board receive and approve the Emergency Board meeting minutes as presented. Carried.
 - 4.2 **Approval of the Preceding Board Meeting minutes – May 20, 2025**
Motion 2025-06-03: Board meeting minutes – May 20, 2025
Moved by Rose Grimaldi, seconded by Michael Tedesco, that the Board receive and approve the Board meeting minutes as presented. Carried.
 - 4.3 **Approval of the Advocacy and Fundraising Meeting Minutes – May 21, 2025**
Motion 2025-06-04: Advocacy and Fundraising Meeting Minutes – May 21, 2025
Moved by Patti Skrypek seconded by Rose Grimaldi, that the Board receive and approve the Advocacy and Fundraising Committee meeting minutes as presented. Carried.

5. Business Arising from the Minutes

5.1 Finalize start time of future Board meetings

Board Chair Caroline Anderson has proposed a revision to the start time of the monthly Board meetings to better accommodate Board members' schedules and promote greater participation. The proposed change would shift the start time from 6:30 p.m. to 7:00 p.m. If approved, this change will take effect beginning with the September 16, 2025 meeting and will apply to all subsequent Board meetings.

Motion 2025-06-05: Revised Board Meeting Start Time

Moved by Caroline Anderson, seconded by Aleisha Richards, that the regular start time of our Board meetings be changed from 6:30 pm to 7:00 pm, effective for all subsequent Board meetings starting with the September 16th, 2025 meeting.

5.2 Final – 2024 Audited Financial Statement (Signed)

CEO Adele Reid presented the finalized and signed copy of the 2024 Audited Financial Statement. This document is a required component of the Registered Charity Information Return, which must be submitted to the Canada Revenue Agency and the Charities Directorate. Timely submission is essential to maintaining the KTPL's registered charity status and its ability to issue official tax receipts for donations.

Motion 2025-06-06: Final – 2024 Audited Financial Statement (Signed)

Moved by Michael Tedesco, seconded by Patti Skrypek, that the Board receive the Final 2024 Audited Financial Statement (signed) as presented. Carried.

6. Correspondence - Ø

7. Reports

7.1 2026 Budget – Preliminary Review

CEO Adele Reid presented a preliminary review of the 2026 Operating and Capital Budgets. The first draft of the Operating Budget is based on 2025 service levels, with adjustments for Cost-of-Living (COLA), step increases, known service enhancements, and projected inflation. The proposed Capital Budget is based on the 2025 10-year plan, with additional facility improvements identified by staff. Ms. Reid clarified that the 2026 budget includes existing budgets for payroll, time manage and IT-related expenses. These expenses will not be removed from the Library's budget until proposed integrations with the Township have been successfully implemented.

It is expected that this will be a challenging year to request budget increases, particularly as we approach an election cycle where candidates are under pressure to cap property taxes. The Library's proposed increase accounts for only 0.19% of the Township's overall 2026 budget—a modest figure in the larger context.

Should the proposed funding exceed Council's expectations, we may be asked to make further reductions. In that event, a prioritized list of potential adjustments will be developed for the Board's consideration.

Finally, these initial budget estimates will be submitted to the Township and reviewed over the next two months as part of the broader municipal budget process. Final revisions are anticipated prior to the submission deadline of August 15, 2025, which may require an unscheduled Board meeting over the summer months. A public presentation/open house will occur at the Township offices on November 12, 2025.

As related to the budget, Ms. Reid added that MOU discussions with the Township recommenced. Community Service's Manager of Recreation, Community and Culture, Amanda Hicks, has been assigned to work with Ms. Reid on finalizing the MOU. The first meeting was Ms. Hicks was productive. Ms. Reid provided Ms. Hick background on the PLA and intention of having an MOU. Given Ms. Hick's preparation for the session, it was quickly agreed to model the KTPL MOU after the Blue Mountain Public Library's template. BMPL's MOU with their municipality is considered the "gold standard" for Ontario public libraries. Coming out of this meeting, Ms. Reid will update the KTPL MOU into this format and forward to Ms. Hicks for review and discussion. The objective is to have the MOU in place by the end of 2026.

Motion 2025-06-07: 2026 Budget – Preliminary Review

Moved by Michael Tedesco, seconded by Aleisha Richards, that the Board receive the 2026 Budget – Preliminary Review as presented. Carried.

7.2 Engagement and Connections Department Update

Manager of Engagement and Connections, Kelley England, provided an overview of recent departmental activities, highlighting eblast performance, March Break program statistics, and upcoming summer initiatives.

Ms. England was pleased to report that, as of June 11, 2025, the Library's eblast has 5,206 subscribers, who have received 125,147 emails sent over the last 24 ebasts. The eblast boasts an impressive 59% "opened" rate—more than double the nonprofit industry average of 26%—with 5,326 recorded link clicks, indicating strong engagement with the content.

She also reported that March Break programming was a significant success, with participation increasing by 20% compared to 2024. Between March 8 and 15, a total of 43 programs were delivered, drawing 1,398 participants. During the same period, system-wide door counts rose by 12% over the previous year, with individual branch increases of 8% at King City, 16% at Nobleton, and 18% at Schomberg.

Looking ahead to the summer months, Ms. England shared that KTPL will offer over 160 programs across the system. These include camp visits, Maker events, a StoryWalk, and a variety of Summer Reading Club (SRC) activities. To support this robust programming

schedule, three Summer Student Programmers have been hired and will play a key role in facilitating SRC events.

Motion 2025-06-08: Engagement and Connection Department Update

Moved by Caroline Anderson seconded by Rose Grimaldi, that the Board and accept the Engagement and Connections Department Update for information as presented. Carried.

8.

Policy Review and Updates – Ø

9.

Information

9.1

CEO Report

Ms. Reid began her report by extending a heartfelt congratulations to the Advocacy and Fundraising Committee for the outstanding success of their inaugural event, *Celebrate King*, which took place on Thursday, June 19th. The event drew more than 60 attendees. Both at the event and observed in post-event social postings, the installation was widely praised for its excellent organization and community impact. Local artists who participated in the event expressed deep appreciation for being included and acknowledged the value of the opportunity. Additionally, the event generated positive momentum, with potential opportunities for future donations emerging as a direct result of the evening's success.

Ms. Reid also addressed the current delay in policy updates and development, which has arisen due to a recent vacancy within the organization. She acknowledged the impact of this temporary setback, particularly in a department as vital as collections, which she described as the "bread and butter" of the library. Despite the staffing challenges, she commended the entire department for their collective effort and commitment to ensuring that essential work continues without interruption. Their dedication has been instrumental in maintaining service levels and operational continuity during this transitional period.

Motion 2025-06-09: Information Reports – June 2025

Moved by Patti Skrypek and seconded by Irene deGeus, that the Board receive and accept the CEO Report for information as presented for June 2025. Carried.

10.

New Business

10.1

Board Liability Insurance Coverage

As the Board Chair, Caroline Anderson, has not seen a copy of the Board's liability insurance coverage, a formal directive has been issued to the Chief Executive Officer, Adele Reid, to request the relevant documentation or certificate from the Township of King. Board Finance Chair, Michael Tedesco, also expressed that this document should be provided and reviewed as part of the onboarding process for all new Board members to ensure clarity and informed governance.

Motion 2025-06-10: Board Liability Insurance Coverage

Moved by Caroline Anderson and seconded by Michael Tedesco, that the Board receive and accept the information presented and that the Chief Executive Officer, Adele Reid, is directed to obtain a copy of the relevant insurance certification from the Township for reference and to ensure greater clarity. Carried.

11. Member Announcements

11.1 ➤ Patti Skrypek

- Please join us at Art Society King's premier "Cabernet & Canvas" fundraising event. This en plein air art competition and wine experience will take place on Sunday, September 14, 2025, at the Sherwood Farm Event Venue & Retreat. Ten talented artists will compete live, creating original works on-site. The top three finalists will have their pieces featured in a silent auction during the event. Adding to the festivities, Mayor Steve Pellegrini, along with Councillor David Boyd and Councillor Jordan Cescolini, will take part in a special friendly painting challenge. Tickets are now available at <https://artssocietyking.ca/> for \$60 + HST.

12. Adjournment

Motion 2025-06-11: Adjournment

Moved by Rose Grimaldi, seconded by Aleisha Richards, that the Board meeting be adjourned. Carried.

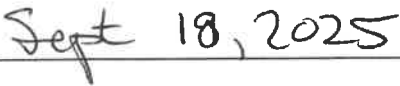
The meeting adjourned at 7:44 p.m.



Board Chair



Chief Executive Officer



Date