



King Township Public Library Board Meeting
MINUTES – November 15, 2022
Virtual Meeting

Board Present:	Aleisha Richards (Chair), Phyllis Vernon, Irene deGeus, Mayor Steve Pellegrini, Councillor David Boyd
Staff Present:	Adele Reid, Kelley England, Kate Gibson, Domenica Lollo
Regrets:	∅
Absent:	Councillor Jordan Cescolini
Guests:	∅

1.	Call to Order Board Chair Aleisha Richards called the meeting to order at 6:03 p.m.
2.	Agenda
2.1	Approval of the Agenda Motion 2022-11-01: Board meeting agenda <i>Moved by Phyllis Vernon, seconded by Irene DeGeus, that the Board receive and approve the meeting agenda as presented. Carried.</i>
2.2	Declarations of Conflict of Interest – ∅
2.3	Approval of the Board meeting minutes – September 20, 2021 Motion 2022-11-02: Board meeting minutes – September 20, 2021 <i>Moved by Mayor Steve Pellegrini, seconded by Irene DeGeus, that the Board receive and approve the meeting minutes as presented. Carried.</i>
3.	Business Arising from the Minutes
3.1	Board Legacy and Selection Committee Acting CEO Adele Reid provided the Board with information related to the recruitment process for future Library Board members. Interested residents may apply through the Township website until December 14, 2022. Ms. Reid, together with the Town Clerk, have ensured all related information on the Township’s website is current and includes the new Mission, Vision and Values. She has also provided the Town Clerk with updated and relevant interview questions and a job description to assist in the interview process. Finally, the Library’s Marketing staff have created a brochure that is available at all branches to encourage residents to join our Board. The Mayor suggested that current Board members solicit and encourage friends and members of the community, with the

	<p>required skills set, to apply. Board Chair Aleisha Richards suggested social media posts may also assist in getting the word out on our Board recruitment.</p> <p>Ms. Reid also reminded the Board members about the survey she distributed to enable Board members to contribute to a Legacy Document with information they would like to share with their successors, including opportunities and challenges. Board member participation in this survey is greatly encouraged and appreciated. Finally, Ms. Reid informed the Board that the N6 team of CEO's will be hosting a New Board Member Initiation Training event. This is anticipated to take place at the East Gwillimbury Public Library on April 22, 2023, and is a great opportunity for Board members (new and old) to network and become acquainted with other Library Board members in the N6 communities.</p>
4.	Correspondence
4.1	Received – Michael Presta Resignation
4.2	Received – BiblioCommons Feedback
4.3	Received and shared by Phyllis Vernon
	<p>Miscellaneous Correspondence</p> <p>Motion 2022-11-03: Correspondence</p> <p><i>Moved by Councillor David Boyd, seconded by Irene DeGeus, that the Board receive the correspondence as presented. Carried.</i></p>
5.	Reports
5.1	<p>2023 Draft Budget Update (Verbal)</p> <p>Acting CEO Adele Reid had the opportunity to meet with both the Township's CAO and Director of Finance, and as anticipated, the overall municipal budget for 2023 is challenged by non-discretionary increase. Departments have been asked to look for opportunities to consolidate and reduce spending. An organizational opportunity arose after the initial program change submission, which has enabled a reduction in the additional funds required to achieve the organization updates recommended as program changes for 2023, from \$156,000 to just over \$83,000. Ms. Reid recommended resubmitting the program changes with the new, lower funding request.</p> <p>The original 2023 capital request must also be decreased given available funds. The Collection Development charge activity can be continued via DC funds from the previous by-law term, with \$192,000 currently available – new DC funds are not currently available. A professionally-led Cybersecurity audit has been removed from 2023, but will continue through staff as able within existing operational funds. Feasibility and design work for the Nobleton branch expansion will be funded through existing reserves and Community Services budget. What remains in 2023 is the replacement of 6 AWE Early Literacy children's computers and a large screen display in the Young Adult area on lower level at the King City branch, with all 7 devices at end of life-span.</p>

Motion 2022-11-04: Draft Budget Update

Moved by Irene DeGeus, seconded by Phyllis Vernon, that the Board receive the 2023 Draft Budget Update (verbal) for information as presented. Carried.

5.2 2022 Q3 Financial Report (Verbal)

Motion 2022-11-05: Draft Budget Update

Moved by Mayor Steve Pellegrini, seconded by Irene DeGeus, that the Board receive and approve the 2022 Q3 Financial Report (verbal) as presented in the October Board Meeting Document portal. Carried.

6. Policy Review

6.1 Policy Cover Report

6.2 OP-02 - Confidentiality and the Protection of Privacy

6.3 OP-09 - Accessibility

Motion 2022-11-06: Policy Review – OP-02 & OP-09

Moved by Rose Grimaldi, seconded by Phyllis Vernon that the Board receive and approve the updated policies OP-02 – Confidentiality and the Protection of Privacy, and OP-09 – Accessibility, as presented. Carried.

7. Staff Reports

7.1 Community Engagement & Marketing; Administrative & Branch Services; and Content & Information Technology Reports

7.3 The Community Engagement & Marketing; Administrative & Branch Services; and the Content & Information Technology Reports for the period October 15, 2022 – November 11, 2022, were presented by the respective managers.

7.4 CEO Report (Verbal)

The CEO was pleased to share while there has been an overwhelming number of staff away ill over the past month, which left many holes and vacancies in scheduling, staff quickly stepped up to assist and ensure there was no disruption to service. The CEO was very pleased to see the team at KTPL are dedicated and passionate about their jobs and the success of the library.

Motion 2022-11-07: Staff Reports – November 2022

Moved by Mayor Steve Pellegrini, seconded by Rose Grimaldi, that the Board receive all staff reports for information as presented for November 2022. Carried.

8. New Business

8.1 Discussion – Appointment of a Vice Chair

Board members agreed to leave the position of Board Vice Chair vacant until the new Board is actively in place.

8.2 Art Installations at the King City Library Branch

Board Chair Aleisha Richards shared her concern with the lack of art work in the King City branch and requested a resolution. Acting CEO Adele Reid visited the King Heritage and Cultural Centre during their 'Deck the Walls' Art Show and Sale, and was able to connect with many of the artist who showed great interest in partnering with KTPL as a place to showcase and possibly sell their artwork. Board Member Phyllis Vernon, who is also a member of ASK (Art Society King), reiterated what the CEO explained. Additionally, the Mayor added that the Township has a collection of artwork in storage and has invited the CEO / Library to loan for display purposes. The Mayor also explained a portion of funds raised from the Mayor's Annual Golf tournament are allocated as "Art" funds for the purchase of artwork from local artists and would be happy to assist in commissioning a local artist to create a piece for the Library.

8.3 2023 Library Board Meeting Schedule

All Board members agreed on the new meeting schedule for 2023 and voted in favour of the December 2023 meeting being held one week prior on December 13 instead of December 20. Additionally, the Board has agreed to commence in-person meetings starting January 2023. In addition, the N6 New Board Member Initiation Training event being hosted by the East Gwillimbury Public Library on April 22, 2023 has been added as a reminder for all new and returning Board members.

8.4 2023 KTPL Holiday Schedule & Library Closures

All Board members agreed upon the Holiday Schedule and Library Closures presented for 2023, with the exception of September 30 – National Day of Truth and Reconciliation. Many of the Board members agreed that remaining open for the day will allow patrons the opportunity to attend the library in order to access information about the significance of this day while commemorating the history and legacy of residential schools. The Board agreed that all KTPL branches will remain open on this day moving forward.

Motion 2022-11-08: New 2023 Schedules

Moved by Irene DeGeus, seconded by Mayor Steve Pellegrini, that the Board receive and approve the 2023 Library Board Meeting Schedule and the 2023 KTPL Holiday Schedule and Library Closures as presented. Carried.

9. **Adjournment**

Motion 2022-11-09: Adjournment

Moved by Phyllis Vernon, seconded by Mayor Steve Pellegrini, that the Board meeting be adjourned. Carried.

The meeting adjourned at 7:33 p.m.



Board Chair



Chief Executive Officer

DECEMBER 14, 2022

Date