



**King Township Public Library Board Meeting**  
**MINUTES – September 20, 2022**  
**Virtual Meeting**

<b>Board Present:</b>	Aleisha Richards (Chair), Phyllis Vernon, Irene deGeus, Rose Grimaldi, Mayor Steve Pellegrini, Councillor David Boyd
<b>Staff Present:</b>	Adele Reid, Kelley England, Kate Gibson, Domenica Lollo
<b>Regrets:</b>	Michael Presta, Councillor Jordan Cescolini
<b>Absent:</b>	
<b>Guests:</b>	

<b>1.</b>	<b>Call to Order</b> Board Chair Aleisha Richards called the meeting to order at 5:59 p.m.
<b>2.</b>	<b>Approval of the Agenda</b> <b>Motion 2022-09-01: Board meeting agenda</b> <i>Moved by Phyllis Vernon, seconded by Irene deGeus, that the Board receive and approve the meeting agenda as presented. Carried.</i>
<b>3.</b>	<b>Declarations of Conflict of Interest – ∅</b>
<b>4.</b>	<b>Approval of the preceding Board meeting minutes</b> <b>Motion 2022-09-02: Board meeting minutes – June 14, 2022</b> <i>Moved by Mayor Steve Pellegrini, seconded by Rose Grimaldi, that the Board receive and approve the meeting minutes as presented. Carried.</i>
<b>5.</b>	<b>Business Arising from the Minutes</b>
<b>5.1</b>	<b>King City Branch – Building Deficiencies</b> Acting CEO Adele Reid provided an update on the King City Library building deficiencies. She reported that most of the issues listed have been deemed ‘accepted design’, and consequently, are not the responsibility of the builder. Any expense for changes or additional work on accepted design must be covered by the Township Facilities Maintenance or Library Capital budgets. The issues with ceiling leaks, drainage and the fascia have been deemed deficiencies. JR Certus has agreed to cover the costs incurred by the Township related to the water damage /ceiling leaks in the basement.

		<p>The drainage issue is still under investigation as to cause of blockages. It is anticipated that the fascia issue will be covered by bond insurance on the project, and is now in the hands of the Township's lawyers.</p> <p>All Board members agreed that in order to run a fully functioning and operational library branch, all of these deficiencies must be corrected.</p>
<b>6.</b>		<b>Correspondence</b>
	<b>6.1</b>	<b>Correspondence received from Osin Foundation</b>
	<b>6.2</b>	<b>Correspondence sent to Osin Foundation</b>
	<b>6.3</b>	<p><b>Miscellaneous Correspondence</b></p> <p><b>Motion 2022-09-03: Correspondence</b></p> <p><i>Moved by Irene deGeus, seconded by Rose Grimaldi, that the Board receive the correspondence as presented. Carried.</i></p>
<b>7.</b>		<b>Reports</b>
	<b>7.1</b>	<p><b>Q2 Financial Update</b></p> <p><b>Motion 2022-09-04: Q2 Financial Update Report</b></p> <p><i>Moved by Mayor Steve Pellegrini, seconded by Irene deGeus, that the Q2 Financial Update Report be received and approved as presented. Carried.</i></p>
	<b>7.2</b>	<p><b>2023 Draft Budget</b></p> <p>On behalf of the Board Budget Committee, Acting CEO Adele Reid presented the 2023 Draft Budget to remaining Board members, including a review of the challenges and opportunities informing the budget, i.e., inflation, staffing (non-discretionary payroll changes and retention) and the end of both Council and Board terms. In addition, an overview of how the new Strategic Plan and its objectives informed this budget request was also discussed. Ms. Reid recommended to submit the proposed budget as presented to the Township's Director of Finance for the September 29<sup>th</sup> deadline, with the understanding that once the budget is rolled up into the overall municipal budget, adjustments may be requested that require further Board review and approval/advocacy given potential impact to services.</p> <p><b>Motion 2022-09-05: 2023 Draft Budget Review</b></p> <p><i>Moved by Rose Grimaldi, seconded by Phyllis Vernon, that the Board receive and approve the 2023 Draft Budget for submission to the Township's 2023 Budget review process as presented. Carried.</i></p>

8.	<b>Policy review and updates</b>
8.1	<b>Policy Cover Report</b>
8.2	<b>HR-TBD – Electronic Monitoring (NEW)</b>
	<p><b>Motion 2022-09-06: Policy Review – HR-TBD</b></p> <p><i>Moved by Irene deGeus, seconded by Phyllis Vernon, that the Board receive and adopt the new and policy as presented. Carried.</i></p>
9.	<b>Staff Reports</b>
9.1 –	<b>Community Engagement &amp; Marketing; Administrative &amp; Branch Services; and Content &amp;</b>
9.3	<b>Information Technology Reports</b>
	<p>The Community Engagement &amp; Marketing; Administrative &amp; Branch Services; and the Content &amp; Information Technology Reports for the period of June 11, 2022 through to September 16, 2022, were presented by the respective managers.</p>
9.4	<b>CEO Report (Verbal)</b>
	<p>Acting CEO Adele Reid highlighted that with the rollout of our new strategic plan, staff will be endeavouring to illuminate the connections between departmental activity to our three strategic pillars through an adjustment to the format of our Board reports. This month’s Content and Information Technology report has been prepared incorporating the pillars of People, Spaces and Connections as an initial update to our report style. Over the next couple of reporting periods staff aim to have all managerial / department reports presented in a similar manner.</p>
	<p><b>Motion 2022-09-07: Staff Reports – September 2022</b></p>
	<p><i>Moved by Rose Grimaldi, seconded by Mayor Steve Pellegrini, that the Board receive all staff reports for information as presented for September 2022. Carried.</i></p>
10.	<b>Member announcements – Ø</b>
11.	<b>New Business – Ø</b>
11.1	<b>Introduction to Legacy Planning</b>
	<p>Acting CEO Adele Reid explained that with the end of the four-year term of the current Board quickly approaching, it is customary that the standing Board provide a Legacy document to assist with a smooth transition for the incoming Board. The Legacy document ensures continuity of work and provides an outline and roadmap of accomplishments and tasks left unfinished. Additionally, Mrs. Reid encouraged the Board to commence recruitment for the new term, by identifying and talking to potential candidates. This effort should commence with outlining skills, demographics and aptitudes that will best reflect the unique, diverse community served and enable the</p>

Board to carry out its governance and oversight responsibilities. This will enable targeted advocacy as well inform the selection process.

Mrs. Reid recommended the formation of a committee to complete the Legacy document and discuss recruitment strategies, with members named at the October 18<sup>th</sup> Board meeting, and offered her assistance as Facilitator and Domenica Lollo as Secretary.

**12. Adjournment**

**Motion 2022-09-08: Adjournment**

*Moved by Mayor Steve Pellegrini, seconded by Rose Grimaldi, that the Board meeting be adjourned. Carried.*

The meeting adjourned at 7:35 p.m.



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**Board Chair**



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**Chief Executive Officer**

NOVEMBER 16, 2022  
**Date**