



King Township Public Library Board Meeting
MINUTES – April 17, 2023
Nobleton Library Branch

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

1.	Call to Order CEO Adele Reid called the meeting to order at 6:30 p.m.
2.	Agenda
2.1	Approval of the Agenda Motion 2023-04-01: Board meeting agenda <i>Moved by Aleisha Richards, seconded by Rose Grimaldi, that the Board approve the agenda as presented. Carried.</i>
3.	Declarations of Conflict of Interest – ∅
4.	Election of the Executive The CEO, acting as Chair <i>pro tem</i> called for nominations for position of Chair of the KTPL Board for 2023. Motion 2023-04-02: Open nominations for the position of Chair <i>Moved by Irene deGeus, seconded by Caroline Anderson to nominate Aleisha Richards as Chair for the KTPL Board for 2023. Aleisha Richards accepted the nomination. Carried.</i> There being no further nominations, the following motion was introduced: Motion 2023-04-03: Close nominations for the position of Chair <i>Moved by Councillor Jordan Cescolini, seconded by Caroline Anderson that nominations for the position of Chair for the KTPL Board be closed. Carried.</i> Trustee Aleisha Richards was acclaimed to the position of Chair. _____ The newly elected Chair called for nominations for the position of Vice Chair. Motion 2023-04-04: Open nominations for the position of Vice Chair <i>Moved by Patti Skrypek, seconded by Mayor Steve Pellegrini to nominate Daniele Donadio as Vice Chair for the KTPL Board for 2023. Daniele Donadio accepted the nomination. Carried.</i>

There being no further nominations, the following motion was introduced:

Motion 2023-04-05: Close nominations for the position of Vice Chair

Moved by Councillor Jordan Cescolini, seconded by Michael Tedesco that nominations for the position of Vice Chair for the KTPL Board be closed. Carried.

Trustee Daniele Donadio was acclaimed to the position of Vice Chair.

The Chair called for nominations for the position of Finance Chair.

Motion 2023-04-06: Open nominations for the position of Finance Chair

Moved by Mayor Steve Pellegrini, seconded by Councillor Jordan Cescolini to nominate Michael Tedesco as Finance Chair for the KTPL Board for 2023. Michael Tedesco accepted the nomination. Carried.

Trustee Michael Tedesco was acclaimed to the position of Finance Chair.

There being no further nominations, the following motion was introduced:

Motion 2023-04-07: Close nominations for the position of Finance Chair

Moved by Caroline Anderson, seconded by Mayor Steve Pellegrini that nominations for the position of Finance Committee Chair for the KTPL Board be closed. Carried.

Trustee Michael Tedesco was acclaimed to the position of Finance Chair.

5. Approval of the Board meeting minutes – March 21, 2023

Motion 2023-04-08: Board meeting minutes – March 21, 2023

Moved by Rose Grimaldi, seconded by Irene deGeus, that the Board receive and approve the meeting minutes as presented. Carried.

6. Business Arising from the Minutes – Ø

7. Correspondence – Ø

8. Financial Reports

8.1 2022 Year End Financial Report / 2023 Budget Discussion

CEO Adele Reid took questions on the draft 2022 Year End Financial Report and Statements presented to the Board, clarifying revenue and expense variances and the recommended allocation of the final positive variance into KTPL's reserve accounts. Ms. Reid emphasized that the Statements are considered drafts until the completion of the 2022 audit. The next step will be the submission of the 2022 Audited Statement to the Canada Revenue Agency via the Registered Charity Organization Return, which is required to maintain the ability to provide tax-receipts for donations.

Motion 2023-04-09: 2022 Year End Financial Report & Statements Approval

Moved by Councillor Jordan Cescolini, seconded by Caroline Anderson, that the 2022 Year End Financial Report and Statement is approved as presented. Carried.

9.	<p>Policy Review and updates</p>
	<p>Amended Policy # BL-02 – Composition of the Board</p>
	<p>Policy # BL-02 Composition of the Board, has been amended to include a statement referring to the length of terms of the officers, as outlined in By-Law #BL-03 - Terms of Reference of the Officers.</p>
	<p>Motion 2023-04-10: Amended – BL-02 Composition of the Board <i>Moved by Patti Skrypek, seconded by Irene deGeus, that the Board receive and approve the amended policy #BL-02 – Composition of the Board, as presented. Carried.</i></p>
10.	<p>Information - Staff Reports</p>
10.1 – 10.3	<p>Community Engagement & Marketing; Administrative & Branch Services; and Content & Information Technology Reports</p> <p>The Community Engagement & Marketing; Administrative & Branch Services; and the Content & Information Technology Reports for the period March 18, 2023 – April 14, 2023, were presented by the respective managers.</p>
10.4	<p>CEO Report (Verbal)</p> <p>Ms. Reid highlighted an article in the March 30th edition of the King Sentinel about the Township’s Council approval to start work on what was referred to as “re-imagination” of the municipal presence in Nobleton, including the relocation of the Nobleton branch to a municipal campus. In anticipation of this project, the consultants who prepared KTPL’s 2014 Master Facilities Plan were retained to update the Nobleton section to reflect the new population growth forecast as released by the Region of York in 2022. This update will provide insight on size, functional spaces and amenities that will serve the forecast growth over a long-term horizon. The consultant, along with the Director of Community Services will be at the May meeting to present the update and address Board questions.</p> <p>Ms. Reid advised that 2022 financial audit process was near complete. The Library returned to a stand-alone audit after a few years of being consolidated into the Township’s audit, and consequently, it included both 2021 and 2022 activity to enable the auditors to provide an opinion statement on the state of the Library’s financials. \$5,000 was built into the 2023 budget to cover the cost. A legal requirement for public entities, the purpose of the audit is to provide assurance that financial statements are presented accurately and in conformity with generally accepted accounting principles. Ms. Reid has discussed concerns of how the audit was conducted, primarily the reliance on scanned documentation and the resulting disruption to staff, with the Township’s Director of Finance.</p> <p>Feedback about the current hours of operation versus pre-pandemic continues to come in. Despite being in the form of complaints, staff regard this feedback as an indication that the community continues to value and seek library services. With recruitment filling the vacancies, as well as organizational updates, staff plan for an additional weekday and Sundays at King City in the fall.</p>

Motion 2023-04-11: Staff Reports – April 2023

Moved by Mayor Steve Pellegrini, seconded by Irene deGeus, that the Board receive all staff reports for information as presented for April 2023. Carried.

11. Member Announcements

- **Patti Skrypek** informed everyone about the upcoming Art Society's Studio Tour King this weekend – April 22 & 23 from 10am - 4pm., featuring many local and neighbouring community artists.
- **Adele Reid** reminded all Board members of the upcoming Board Members Orientation and Training day being held at the Sports Complex - East Gwillimbury on Saturday, April 22, 2023.

12. New Business – Ø

Board member Rose Grimaldi proposed that an additional standing committee be established to assist in the development and pursuit of opportunities for advocacy and fundraising within the community. CEO Adele Reid will reach out to other library systems to get more information on committees with this objective. Elections of members into all standing committees are scheduled to take place at the May Board meeting.

13. Adjournment

Motion 2023-04-12: Adjournment

Moved by Rose Grimaldi, seconded by Caroline Anderson, that the Board meeting be adjourned. Carried.

The meeting adjourned at 8:25 p.m.



Board Chair

Chief Executive Officer

MAY 16, 2023

Date

Next Board Meeting scheduled for Tuesday, May 16, 2023 at 6:30 pm

Location: King City Library Branch