King Township Public Library Board Meeting
APPROVED MINUTES – February 17, 2026
KING CITY LIBRARY BRANCH

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

1. Call to Order

Chair Caroline Anderson called the meeting to order at 7:05 p.m.

2. Approval of the Agenda

Motion 2026-02-01: Board meeting agenda

Moved by Irene deGeus, 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 Preceding Board Meeting minutes – January 20, 2026

Motion 2026-02-02: Board meeting minutes – January 20, 2026

Moved by Patti Skrypek, seconded by Michael Tedesco, that the Board receive and approve the Board meeting minutes as presented. Carried.

5. Business Arising from the Minutes

5.1 Membership Renewal Review

CEO Adele Reid provided an update on membership renewals, following the Board's request for further information at the January meeting. Ms. Reid reported that she conducted a survey of Ontario libraries regarding their membership renewal policy. 59 systems responded and 68% reported a 2-year renewal frequency. This confirms that KTPL's current renewal practices within are consistent with those followed by most library systems.

Ms. Reid also provided additional context regarding the Provincial definition of an active library member. The Ministry of Tourism, Culture and Gaming, through its requirements for the Annual Survey of Public Libraries, defines an active library cardholder as user who have used, activated or renewed their library card in the past two years.

Ms. Reid noted that the current process of requiring in-person renewals enable staff to thoroughly review each patron's account, update any outdated information, and verify their identity through photo identification. This step helps ensure the accuracy of member records and supports compliance with provincial reporting standards. She also noted that if a patron is in good standing, staff will override the renewal until they are able to get into a branch, to not disrupt service.

Board member Patti Skrypek inquired as to why patrons are unable to complete the renewal process through their online accounts. Ms. Reid acknowledged the potential benefits of introducing a digital renewal option and advised the Board that she will investigate whether an online renewal process can be implemented in a manner that is secure, reliable, and transparent for patrons.

5.2 Board Succession

A Board Succession Committee was established and will be comprised of Board Chair Caroline Anderson, Board Member Patti Skrypek, and KTPL CEO Adele Reid. Ms. Anderson requested that discussions and meetings related to Board succession be deferred until March due to her scheduled absence.

CEO Adele Reid reiterated key priorities for succession planning, noting that the Committee will begin by drafting a Legacy Document. This document will outline aspirations for the incoming Board, support continuity of governance, and provide guidance to ensure a smooth transition between board terms.

Ms. Reid will also provide the municipal Recruitment Committee with an updated Board Member Job Application, as well as a refined Board Member Job Description and recruitment brochure. These materials will emphasize expectations related to time commitment and regular attendance at monthly meetings.

The purpose of the Recruitment Committee (members of Municipal Council) is to identify and recruit prospective Board members who demonstrate a strong commitment to their role, including the willingness to act as ambassadors for the library—advocating for its value, fostering positive relationships with municipal partners, and representing the interests of the community.

5.3 Policy Committee – Vacant Member Position Update

Following the discussion regarding the vacancy on the Policy Committee, it was agreed that Board Members Caroline Anderson and Rose Grimaldi will jointly assume the committee's responsibilities going forward.

Motion 2026-02-03: Business Arising from the Minutes

Moved by Patti Skrypek, seconded by Irene deGeus, that the Board receive and accept the business arising related to the Membership Renewal, Board Succession and Policy Committee vacancy, for information as presented. Carried.

6. Correspondence - Ø

7. Reports

7.1 2025 – Financial Report to December 31, 2025

A summary of the relevant details was presented by CEO Adele Reid to Finance Chair Michael Tedesco and Board Chair Caroline Anderson for their review and approval, prior to being brought forward to the Board. Board Member Patti Skrypek noted her appreciation for the new summary format, commenting that it was clearer, easier to read, and more user-friendly.

Motion 2026-02-04: Financial Report to December 31, 2025

Moved by Michael Tedesco seconded by Aleisha Richards, that the 2025 Year End Financial Report and proposed Reserve strategy be received for information as presented. Carried.

7.2 OLA 2026 – Board Chair Report

Board Chair Caroline Anderson expressed her appreciation to CEO Adele Reid for extending the invitation to attend the Ontario Library Association (OLA) Super Conference. Ms. Anderson provided the Board with a summary of the five insightful and enriching sessions she attended.

She encouraged all Board members to take advantage of this valuable opportunity, noting that the conference is highly engaging and offers exceptional educational content on a wide range of library-related topics.

Motion 2026-02-05: Reports

Moved by Michael Tedesco, seconded by Aleisha Richards, that the Board receive and accept the Board Chair report for information as presented. Carried.

8. Policy Review and Updates – Ø

8.1 Policy Cover Report

8.2 OP-11 – Programming – Draft Updated Policy

The Policy Committee completed its review of the OP-11 Programming Policy and identified some minor revisions during the proofreading process. The Committee unanimously supports the updates and recommends that the revised policy be received and approved by the Board.

Motion 2026-02-06: Policy Update – OP-11 Programming

Moved by Patti Skrypek, seconded by Michael Tedesco, that the Board receive and approve the updates related to the policy OP-11 Programming. Carried.

9.		**Information**
	9.1	**CEO Report**

Since the January 20 report, the draft Age Friendly Community Action Plan (AFCAP) was presented to Council, outlining key needs for an aging population. The Library is identified for its communications role and continues to support age-friendly initiatives through daytime tech programs, community-driven programming, and past COVID-19 assistance. Board members may review the draft and send comments to Adele Reid; the reference to "King City Public Library" will be corrected.

The CEO attended the 2026 OLA Super Conference, participating in sessions on governance, municipal change, data practices, and library-space planning. Discussions reinforced that Ontario libraries share common challenges and highlighted the value of sector collaboration and networking.

Ms. Reid reported that the transition of payroll to the Township is now complete, with the final Library-processed T4s issued on February 4. The Library will continue using its current time-and-attendance system until the Township's system supports multi-site scheduling.

Ms. Reid reported that the branch usage analysis has been completed, and recommendations for revised hours will be brought forward at the March Board meeting, subject to quorum.

The Board acknowledged the significant inclement weather experienced in January and expressed their appreciation to Library staff for their commitment to maintaining services and to the Parks and Forestry team for providing safe access to parking areas and walkways.

9.2 KTPL's Contribution to Libraries of York Region

The Libraries of York Region (LOYR) is a new collaborative group made up of public libraries across York Region, working together to strengthen communication with local school boards. Their shared goal is to help teachers, students, and families better understand how public libraries support learning.

Through an agreement with the York Region District School Board, LOYR creates a monthly one-page PDF highlighting age-appropriate, curriculum-aligned resources. Each library system leads the content for one month, and the final document is customized with a unique QR code for each library. King Township Public Library recently coordinated the February Black History Month edition. Participation in this group supports KTPL's 2026 priority to increase community awareness of its services.

9.3 Infographic – February 2026

February's Infographic featured highlights of upcoming offerings at KTPL in digital services, programming, and collections. Board member Patti Skrypek applauded the marketing effort and was happy to hear this marketing is used for promotion on our social media and eBlasts.

Jade Wyse, Manager – Collection Development introduced the Board to the new children's digital literacy database, Era Books, that provides access to a large collection of read-along books, phonics materials, guided readers, and educational games designed to strengthen reading, writing, and comprehension skills. This new database replaces the Tumble Books database on KTPL's website.

9.4 Tell 5 People

March Break @ KTPL – Kelley England, Deputy CEO, Patron Experience

March Break programming will run from March 14 to March 21 and will feature 33 programs across all three branches. Ms. England showcased how and where the events are being promoted. Board members were asked to share this information through their networks.

Motion 2026-02-07: Information Reports – February 2026

Moved by Patti Skrypek, seconded by Aleisha Richards, that the Board receive and accept all reports for information as presented for February 2026. Carried.

10. New Business

10.1 March Board Meeting

As the March Board meeting falls during March Break, Board members agreed to reschedule the meeting to Tuesday, March 31, 2026. A revised meeting invitation will be issued promptly.

Motion 2026-02-08: March 2026 Board Meeting Postponed to March 31, 2026

Moved by Aleisha Richards, seconded by Patti Skrypek, that due to the anticipated absence of multiple Board members during March Break, the March meeting be rescheduled to March 31, 2026. Carried.

10.2 *In-Camera Session* – Personnel matter about an identifiable person

Motion 2025-02-09: Board recessed into closed session at 8:38 p.m.

Moved by Caroline Anderson, seconded by Patti Skrypek, that the Board meeting recess into closed session to discuss personnel matters about an identifiable person. Carried.

Motion 2025-02-10: Board meeting reconvened at 9:05 p.m.

Moved by Caroline Anderson, seconded by Patti Skrypek, that the Board meeting reconvene. Carried.

Motion 2025-02-11: CEO Annual Review

Moved by Caroline Anderson, seconded by Patti Skrypek, that the Board approve the CEO's annual performance review, as amended to include Celebrate King, and proceed with the 2026 step increase as presented. Carried.

11. Member Announcements

11.1

- *Patti Skrypek*
  - The Township of King, in partnership with Arts Society King (ASK), will host the fourth Mayor's Cultural Gala on Thursday, February 26 at The Manor Event Venue, 16750 Weston Road. The evening will include an exclusive silent auction featuring the original paintings created by King Township Council members during the Cabernet & Canvas event held this past September. Proceeds from the gala will help advance the important work of ASK and the King Heritage & Cultural Centre.

12. Adjournment

Motion 2026-02-12: Adjournment

Moved by Caroline Anderson, seconded by Patti Skrypek, that the Board meeting be adjourned. Carried.

The meeting adjourned at 9:10 p.m.

Caroline Anderson.

Board Chair

Chief Executive Officer

MARCH 31, 2026

Date