

King Township Public Library Board Meeting
APPROVED MINUTES – May 20, 2025
NOBLETON BRANCH

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

1.	Call to Order Chair Caroline Anderson called the meeting to order at 6:32 p.m.
2.	Approval of the Agenda Motion 2025-05-01: Board meeting agenda <i>Moved by Rose Grimaldi, seconded by Patti Skrypek, that the Board approve the agenda as amended. Carried.</i>
3.	Declarations of Conflict of Interest – Ø
4.	Approval of the Minutes
4.1	Approval of the Preceding Board Meeting minutes – April 22, 2025 Motion 2025-05-02: Board meeting minutes – April 22, 2025 <i>Moved by Aleisha Richards, seconded by Rose Grimaldi, that the Board receive and approve the meeting minutes as presented. Carried.</i>
4.2	Approval of the Advocacy and Fundraising Meeting Minutes – May 8, 2025 Motion 2025-05-03: Advocacy and Fundraising Meeting Minutes – May 8, 2025 <i>Moved by Caroline Anderson seconded by Patti Skrypek, that the Board receive and approve the Advocacy and Fundraising Committee meeting minutes of May 8, 2025, as presented. Carried.</i>
5.	Announcement
5.1	Mark Cornell – 20th Anniversary CEO Adele Reid extended congratulations to Mark Cornell on reaching an impressive milestone—20 years of dedicated service at KTPL. From his beginnings as an intern shortly after earning his MLIS degree to his current role as Systems & Digital Services Librarian, Mark Cornell has demonstrated unwavering commitment and has been instrumental in shaping KTPL’s digital services and enhancing the library experience for the entire community.

6.	Business Arising from the Minutes
6.1	<p>Advocacy and Fundraising Committee Update – Celebrate King</p> <p>Advocacy and Fundraising Committee Chair Rose Grimaldi provided the Board with an update on the upcoming 'Celebrate King' event. A detailed agenda has been prepared for the event, which will take place on Thursday, June 19 at 7:00 p.m. and is open to the public. All Board members are encouraged to attend and show their support. The committee is in the process of finalizing a date for the installation of the acoustic panels. CEO Adele Reid expressed her appreciation and commended the members of the Advocacy and Fundraising Committee for their dedication and hard work through this entire process and for organizing this meaningful event.</p> <p>Motion 2025-05-04: Advocacy & Fundraising Committee Update</p> <p><i>Moved by Aleisha Richards, seconded by Patti Skrypek, that the Board receive the correspondence for information, as presented. Carried.</i></p>
7.	Correspondence
7.1	<p>Correspondence Received from Sharon Bentley</p> <p>The Board received a thank-you message from Sharon Bentley, retired Deputy CEO of KTPL, for the flower arrangement sent in recognition of the release of the book <i>The History of King Township: A Community Shaped by the Land</i>. Ms. Bently co-authored the book, along with Ann Love, and did the research that provided the historical content and archival material. <i>A History of King</i> launched concurrently with the celebration of the 175th anniversary of King Township. Four copies of the book are available at KTPL.</p> <p>Motion 2025-05-05: Correspondence Received</p> <p><i>Moved by Rose Grimaldi, seconded by Aleisha Richards, that the Board receive the correspondence for information, as presented. Carried.</i></p>
8.	Reports
8.1	<p>Draft 2024 Audited Financial Statements</p> <p>CEO Adele Reid presented the 2024 Draft Audited Financial Statements, which have been reviewed and approved by Board Finance Chair Michael Tedesco. The auditors expressed strong satisfaction with the audit process, noting no concerns or deficiencies in procedures. To finalize the document, the Finance Chair must formally sign the Management Response letter. Once completed, the final financial statements will be signed by both the KTPL CEO and the Board Chair and subsequently published. A copy will be submitted to the Canada Revenue Agency to maintain KTPL's charitable organization status. Additionally, these financial statements are consolidated into the Township's overall financial reporting.</p>
8.2	<p>2024 Service Performance Reporting & Dashboard</p> <p>The Service Performance Reporting and Dashboard represents a new and innovative approach to tracking and communicating Township services and performance measures.</p>

King Township is one of very few municipalities in Ontario to implement this level of reporting, and the first in York Region. The Dashboard includes data from all township departments, including the Library. Designed with transparency and accessibility in mind, the Dashboard offers residents a clear, user-friendly view of how services are performing, featuring intuitive navigation and direct links to relevant tables and statistics. The CEO advised that the Library's performance was favourable, showing growth, except for Programs and Social Network. These two areas were on track to meet or exceed 2023 performance, but two unplanned staff vacancies in that department curtailed activity in the final quarter of 2024. The Dashboard can be found at:

<https://lookerstudio.google.com/u/0/reporting/b91e1f4b-53c1-4b30-aa70-62a70244e5fb/page/EwQ9D>

Motion 2025-05-06: Reports

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

9. Policy Review and Updates – Ø

10. Information

10.1 CEO Report (written)

In addition to the written report, Ms. Reid informed the Board of the following:

- The Schomberg branch experienced a plumbing issue, necessitating a temporary closure for repairs. The branch reopened the following day; however, all scheduled programs for that day had already been proactively cancelled. Staff originally assigned to Schomberg were redeployed to alternate branches to maintain service levels.
- The CEO is currently focused on completing the Charitable Organization Return and the Annual Report.

Motion 2025-05-07: Information Reports – May 2025

Moved by Rose Grimaldi seconded by Irene deGeus, that the Board receive the CEO Report for information as presented for May 2025. Carried.

11. New Business

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

Motion 2025-05-08: Board recessed into closed session at 7:11 p.m.

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

Motion 2025-05-09: Board meeting reconvened at 7:27 p.m.

Moved by Councillor David Boyd, seconded by Caroline Anderson, that the Board meeting reconvene. Carried.

Motion 2025-05-10: CEO Annual Review

Moved by Aleisha Richards, seconded by Michael Tedesco, that the Board approve the CEO's annual performance review and step increase as presented. Carried.

11.2 Board Chair Caroline Anderson proposed the possibility of shifting the start time of the monthly Board meetings to 7:00 p.m. to better accommodate members who may face scheduling challenges. The Board agreed to revisit the proposal at the upcoming meeting. Should there be unanimous agreement, the revised meeting time will take effect beginning in September.

11.3 The Board Vice Chair expressed her interest in reinstating the 'Tell 5 People' initiative and the 'What's New at the Library' demonstrations/discussions as regular features of the monthly Board meetings. Ms. Reid advised she would add presentations about Library services into future meetings, but she cautioned that these may be limited in 2025 due to current staffing vacancies.

12. Member Announcements

12.1 ➤ *Patti Skrypek*

- Spring Blooms plant and Pop-up Art sale – Saturday, May 24th, 9:am – 1:pm, rain or shine at the King Heritage and Cultural Centre

13. Adjournment

Motion 2025-05-11: Adjournment

Moved by Aleisha Richards, seconded by Patti Skrypek, that the Board meeting be adjourned. Carried.

The meeting adjourned at 7:29 p.m.



Board Chair



Chief Executive Officer

June 25 2025

Date