



King Township Public Library Board Meeting  
**APPROVED** MINUTES – October 21, 2025  
KING CITY BRANCH

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

**1. Call to Order**

Vice Chair Aleisha Richards called the meeting to order at 7:14 p.m.

**2. Approval of the Agenda**

**Motion 2025-10-01: Board meeting agenda**

*Moved by Patti Skrypek, seconded by Danielle Donadio, that the Board approve the agenda as amended. Carried.*

**3. Declarations of Conflict of Interest – Ø**

**4. Approval of the Minutes**

**4.2 Approval of the Preceding Board Meeting minutes – September 16, 2025**

**Motion 2025-10-02: Board meeting minutes – September 16, 2025**

*Moved by Rose Grimaldi, seconded by Patti Skrypek, that the Board receive and approve the Board meeting minutes as presented. Carried.*

**5. Business Arising from the Minutes**

**5.1 New Library Organization – Report and Organization Chart**

CEO Adele Reid provided an update on the Organizational Review and presented the revised organizational chart. She explained that several title changes have been implemented to more accurately reflect current roles and responsibilities, while ensuring alignment with industry standards and best practices. The update also supports clarity in reporting relationships and strengthens organizational effectiveness.

**Motion 2025-10-03: Business Arising – New Library Organization**

*Moved by Danielle Donadio, seconded by Rose Grimaldi, that the Board receive and accept the New Organization Report and Chart for information as presented. Carried.*

*A Richards*

**6. Correspondence**

**6.1 Correspondence Received – FOPL**

Library CEO Adele Reid presented and reviewed the correspondence received with the Board members in attendance.

**Motion 2025-10-04: Correspondence Received**

*Moved by Patti Skrypek, seconded by Rose Grimaldi, that the Board receive the correspondence for information, as presented. Carried.*

**7. Reports**

**7.1 Q3 Financial Report**

Library CEO Adele Reid advised that Board Finance Chair Michael Tedesco, in absentia, has reviewed the report and confirmed that all information presented is accurate and transparent, with no issues or concerns requiring the Board's attention.

Board Chair Caroline Anderson, in absentia, inquired whether the interest earned on the Library's bank account remains within the account. CEO Adele Reid clarified that the Library currently retains the interest earned as well as donations and reserve funds. This will be clarified in the Memorandum of Understanding with the Township.

**Motion 2025-10-05: Reports – Q3 Financial Report**

*Moved by Rose Grimaldi seconded by Patti Skrypek, that the Board receive and accept the Q3 Financial Report for information as presented. Carried.*

**8. Policy Review and Updates**

**8.1 Policy Cover Report**

**8.2 Policy OP-04 – Use of Library Technology (Updated)**

The current policy has been revised and retitled "Use of Library Technology" to more accurately reflect the full range of technology provided by the Library and to align with industry standards of terminology for modern public libraries.

**Motion 2025-10-06: Approval of Policy #OP-04 – Use of Library Technology**

*Moved by Patti Skrypek, seconded by Irene de Geus, that the Board receive and approve Policy #OP-04 as presented and recommended by the Policy Committee. Carried.*

**9. Information**

**9.1 CEO Report**

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

- The N6 Library Board Workshop is scheduled for Saturday October 25th and will take place at the East Gwillimbury Public Library's newly opened Queensville Branch.
  - The session includes a discussion led by an Ontario Library Services consultant on Board transition and succession and how present Board members can set-up future Boards for success.

*A Richards*

- The session will be available on-line, to enable any Board member who cannot join in person to attend virtually. In addition, a recording of the entire session will also be available after the workshop. Ms. Reid will distribute the link to the session.
- KTPL's King City Branch now open on Sundays
  - With minimal external promotion – first Sunday saw about 30 visitors, with 3 waiting outside upon opening. Road-side promotion will commence in November.
- Parking issues at the King City branch continue
  - We are dealing with the impact of community growth and an increase in popularity of Library programming and that of the Senior's Centre.
  - Overlap of programming on Tuesday between Library and Seniors centre, is causing user frustration, including a confrontation between a senior and a young mother with her child, where the senior was belligerent towards the mom and child.
  - Parking limitations will be further impacted by the planned removal of some parking spots to accommodate preparation for the new traffic light to be installed by York region and required changes to the flow of traffic within the upper lot.
  - Ms. Reid continues to consult with the Director of Community Services on alternatives to expand availability of parking.
- Reintroduction of *Tell 5 People* at the Board meeting
  - *Tell 5 People* serves to keep Board members informed about new and existing library platforms and services available to patrons.
  - Board members are encouraged to stay informed and share updates, helping to promote awareness of these services throughout the community.

## 9.2 Stats-at-a-Glance – Printing Services – October 2025

Mark Cornell, Manager - Digital Services, provided an overview of the mobile printing service available at all library branches. He highlighted *PRINCH*, a cloud-based printing platform that offers a user-friendly and flexible experience, enabling patrons to print documents from any device either within the library or remotely from home. The introduction of *PRINCH* has resulted in a 112% increase in mobile print jobs, and overall Print Service revenues by 31%.

### Motion 2025-10-07: Information Reports – October 2025

*Moved by Rose Grimaldi seconded by Danielle Donadio, that the Board receive and accept the CEO Report for information as presented for October 2025. Carried.*

## 10. New Business

### 10.1 2026 Holiday and Library Board Closures

The 2026 Holiday and Library Board Closures was presented to the Library Board.

### 10.2 2026 Board Meeting Schedule

*A. Richards*

The 2026 Board Meeting Schedule was presented to the Library Board.

**10.3 December Board Meeting/Dinner**

Library Board members agreed to hold an end-of-year holiday celebration. A tentative date of December 9th at Vivo's in Nobleton has been proposed. Additional details, including the event time, will be provided and the Board will be reminded as the date approaches.

**Motion 2025-10-08: 2026 Library Board Closures and 2026 Board Meeting Schedule**

*Moved by Patti Skrypek, seconded by Danielle Donadio, that the Board receive and accept 2026 Holiday and Library Board Closures and the 2026 Board Meeting schedule as presented. Carried.*

**11. Member Announcements**

**11.1 ➤ Patti Skrypek**

- Please be sure to visit the upcoming King Artisan Holiday Market at the King Heritage and Cultural Centre on November 22nd and 23rd, from 11 a.m. to 4 p.m. A special shuttle bus will be available, allowing visitors to park once and attend both events: the King Artisan Holiday Market and the One of a King Handmade Holiday Market at the King Township Municipal Centre, running from 10 a.m. to 3 p.m.

**12. Adjournment**

**Motion 2025-10-09: Adjournment**

*Moved by Rose Grimaldi, seconded by Irene de Geus, that the Board meeting be adjourned. Carried.*

The meeting adjourned at 8:01 p.m.

A Richards  
Board Chair

[Signature]  
Chief Executive Officer

Dec 9/2025  
Date