

King Township Public Library Board Meeting
APPROVED MINUTES – April 22, 2025
KING CITY BRANCH

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

1.	Call to Order Chair Caroline Anderson called the meeting to order at 6:35 p.m.
2.	Approval of the Agenda Motion 2025-04-01: Board meeting agenda <i>Moved by Councillor Cescolini, seconded by Aleisha Richards, that the Board approve the agenda as amended. Carried.</i>
3.	Declarations of Conflict of Interest – Ø
4.	New Business
4.1	<i>In-Camera Session</i> – Personnel matter about an identifiable person Motion 2025-04-02: Board recessed into closed session at 6:36 p.m. <i>Moved by Irene deGeus, seconded by Aleisha Richards, that the Board meeting recess into closed session to discuss personnel matters about an identifiable person. Carried.</i> <i>Councillor David Boyd exited the meeting at 7:00 p.m.</i>
4.2	Motion 2025-04-03: Board meeting reconvened at 7:25 p.m. <i>Moved by Councillor Cescolini, seconded by Aleisha Richards, that the Board meeting reconvene. Carried.</i>
	Motion 2025-04-04: CEO Evaluation Committee <i>Moved by Aleisha Richards, seconded by Councillor Jordan Cescolini, that the Board directs the Chair and Vice-Chair to form a CEO Evaluation Committee to create and administrate a process to collect relevant information to conduct the annual review of the CEO's performance and receive the correspondence for information, as presented. Carried.</i>

5.	Approval of the Minutes
4.1	Approval of the Preceding Board Meeting minutes – March 18, 2025 Motion 2025-04-05: Board meeting minutes – March 18, 2025 <i>Moved by Irene deGeus, seconded by Rose Grimaldi, that the Board receive and accept the meeting minutes as presented. Carried.</i>
4.2	Approval of the Advocacy and Fundraising Meeting Minutes – April 3, 2025 Motion 2025-04-06: Advocacy and Fundraising Meeting Minutes – April 3, 2025 <i>Moved by Aleisha Richards, seconded by Councillor Cescolini, that the Board receive and accept the Advocacy and Fundraising Committee meeting minutes of April 3, 2025, as presented. Carried.</i>
5.	Business Arising from the Minutes
5.1	Update on Zero Tolerance Initiative (Verbal)
6.	Correspondence
6.1	Correspondence sent to newly elected MPP's
6.2	Correspondence to resident – Feedback on services to Councillor
	Motion 2025-04-07: Correspondence Rec'd/Sent <i>Moved by Aleisha Richards, seconded by Irene deGeus, that the Board receive the correspondence for information, as presented. Carried.</i>
7.	Reports
7.1	Q1 Update – 2025 Financials and 2024 Year End Audit <p>Ms. Reid informed the Board that Financial Board Chair, Michael Tedesco, had reviewed the Q1 Update – 2025 Financials prior to its presentation and was satisfied with the final report. She confirmed that overall, the financials for the first quarter of 2025 are performing as expected.</p> <p>Ms. Reid advised that budgetary risks are primarily tied to delays in Township integration, which have been compounded by staffing challenges. However, these risks are currently offset by positive performance in both revenue and expenses.</p> <p>She also reported that KTPL has secured funding through the Canada Summer Job program to support three students. While the contract with Service Canada has been signed, the funds will not appear in revenues until Q3, following submission of the final report.</p> <p>Ms. Reid noted that the 2024 financial audit was conducted during the week of April 7th, with no major issues identified by the auditor. The 2024 financial statement is now being prepared and will be presented at an upcoming Board meeting. The auditor is aware of the June 30th deadline for submitting the Charitable Organization Return and has committed to delivering the final report for Board approval by mid-June. Additionally, Ms. Reid informed the Board that the invoice for the 2024 audit came in 10% higher than projected. She plans to follow up with KPMG to negotiate a reduction.</p>

		Motion 2025-04-08: Financial Report – 2025 Financials and 2024 Year end Audit <i>Moved by Rose Grimaldi seconded by Irene deGeus, that the Board receive for information and accept the 2025 Financials, and 2024 Year End Audit as presented. Carried.</i>
	7.2 2025 Business Objectives – Q1 Update <p>The 2025 business objectives are progressing well and most remain on track for completion in 2025. Of exception are initiatives specifically related to integration with the Township. These have experienced delays due to Township staff vacancies.</p> Motion 2025-04-09: 2025 Business Objective – Q1 Update <i>Moved by Councillor Cescolini, seconded by Irene deGeus, that the Board receive for information the 2025 Business Objectives – Q1 Update as presented. Carried.</i>	
8.	Policy Review and Updates	
	8.1	Policy Cover Report
	8.2	Policy #BL-02 Board Composition <p>The review and update of the policy was presented by the Policy Committee. It was agreed that no further changes or updates were required.</p> Motion 2025-04-10: Approval of Policy #BL-02 Board Composition <i>Moved by Irene deGeus, seconded by Rose Grimaldi, that the Board receive and approve Policy #BL-02 as presented and recommended by the Policy Committee. Carried.</i>
9.	Information	
	9.1	CEO Report <p>For the past decade, CEO reports have been delivered verbally to the Board. However, for this meeting, Ms. Reid opted to submit a written report, believing it would provide a more concise and effective update. Given the nature of the topics, the written format allows for greater clarity, especially with the inclusion of appendices and examples to offer additional context.</p> <p>Board members Irene deGeus and Aleisha Richards voiced their appreciation for the Library CEO's decision to provide a written report, emphasizing their strong preference for this format over a verbal update. Ms. Reid advised that future reports will be submitted in writing, unless the information is limited or non-substantial in nature.</p> Motion 2025-04-11: Information Reports – April 2025 <i>Moved by Rose Grimaldi, seconded by Councillor Cescolini, that the Board receive the CEO report for information as presented for April 2025. Carried.</i>
11.	Member Announcements – Ø	

12. Adjournment

Motion 2025-04-12: Adjournment

Moved by Aleisha Richards, seconded by Danielle Donadio, that the Board meeting be adjourned. Carried.


The meeting adjourned at 8:01 p.m.



Board Chair



Chief Executive Officer



Date