



King Township Public Library Board Meeting
MINUTES – Tuesday, February 16, 2021
Virtual Meeting

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| Board Present: | Michael Presta (Chair), Aleisha Richards (Vice Chair), Phyllis Vernon, Irene deGeus, Mayor Steve Pellegrini, Councillor David Boyd, Councillor Jordan Cescolini |
| Staff Present: | Adele Reid, Kelley England, Kate Gibson, Domenica Lollo |
| Regrets: | |
| Guests: | Daryl Novak, Marianne Love, Daniel Kostopoulos |

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| 1. | <p>Call to Order</p> <p>Chair Michael Presta called the meeting to order at 6:13 p.m.</p> <p>The Chair extended a warm welcome to our newly appointed KTPL Board member, Mayor Steve Pellegrini.</p> |
| 2. | <p>Agenda</p> <p>2.1 Approval of the Agenda</p> <p>Motion 2021-02-01: Agenda</p> <p><i>Moved by Aleisha Richards, seconded by Irene deGeus, that the agenda be approved as presented. Carried.</i></p> <p>2.2 Declarations of Conflict of Interest</p> <p>Ø</p> <p>2.3 Approval of the minutes from January 19, 2021</p> <p>Motion 2021-02-02: Minutes from January 19, 2021</p> <p><i>Moved by Aleisha Richards, seconded by Phyllis Vernon, that the minutes be received and approved as presented. Carried.</i></p> |
| 3. | <p>Business Arising from the Minutes</p> <p>3.1 <i>IN CAMERA SESSION</i> – Delegate Authority & CEO Recruitment Process - To deal with matters related to an identifiable individual(s) and/or labour relations or employee negotiations.</p> <p>Motion 2021-02-03: Board to recess into a closed session at 6:15 p.m.</p> <p><i>Moved by Mayor Steve Pellegrini, seconded by Aleisha Richards, that the Board recess into a closed session to discuss matters related to an identifiable individual(s), and/or labour relations or employee negotiations. Carried.</i></p> |

Motion 2021-02-04: Regular Board meeting to reconvene at 7:34 p.m.

Moved by Phyllis Vernon, seconded by Councillor Jordan Cescolini, that the February 2021 KTPL Board meeting reconvene. Carried

Motion 2021-02-05: Delegated Authority & CEO Recruitment Process

Moved by Aleisha Richards, seconded by Phyllis Vernon that the Board:

- 1. Create a Selection Committee comprised of the Board Chair – Michael Presta, Vice Chair – Aleisha Richards, Phyllis Vernon, Mayor Steve Pellegrini and Councillor David Boyd,*
- 2. Selection Committee shall schedule a meeting within the next seven days to commence the hiring process for a Library CEO,*
- 3. Authorize the Selection Committee to carry a spending allowance, of up to \$5000, to be used for fees incurred in the initial stages of the hiring process.*

Carried.

3.2 IN CAMERA SESSION – Pay Equity Review - To deal with matters related to an identifiable individual(s) and/or labour relations or employee negotiations.

Motion 2021-02-06: Board to recess into a closed session at 7:47 p.m.

Moved by Aleisha Richards, seconded by Mayor Steve Pellegrini, that the Board recess into a closed session to discuss matters related to an identifiable individual(s), and/or labour relations or employee negotiations. Carried.

Motion 2021-02-07: Regular Board meeting to reconvene at 8:38 p.m.

Moved by Councillor Jordan Cescolini, seconded by Aleisha Richards, that the February 2021 KTPL Board meeting reconvene. Carried.

Motion 2021-02-08: Pay Equity Review

Moved by Councillor Jordan Cescolini, seconded by Aleisha Richards that:

- 1. The Board approve the 2020 Salary Grid for the defined Library positions effective April 5, 2020, and all pay equity impacts also be effective on the same date,*
- 2. The Township of King continue to maintain job evaluation and pay equity for Library positions, as the Township is the 'deemed' employer for Pay Equity purposes; and request that the Library is included in all subsequent cyclical market reviews performed by the Township.*

Carried.

4. New Business

4.1 Library Board Vacancies

Motion 2021-02-09: Library Board Vacancies

Moved by Phyllis Vernon, seconded by Aleisha Richards, that the Board elect Councillor Jordan Cescolini as Finance Chair, and Irene deGeus as Policy Chair for the KTPL Board. Carried.

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| 5. | Correspondence |
| 5.1 | Rona O’Banion – Letter of Resignation |
| 5.2 | Ontario Library Service – Election of a Trustee Representative |
| | Motion 2021-02-10: Correspondence – February 2021 |
| | <i>Moved by Irene deGeus, seconded by Councillor Jordan Cescolini, that the Board:</i> |
| | <i>1. Receive the Letter of Resignation from the former Library CEO Rona O’Banion</i> |
| | <i>2. Elect Aleisha Richards as the Trustee Representative for the newly amalgamated Ontario Library Service Board. Carried.</i> |
| 6. | Finance Reports – Ø |
| 7. | Policy Review & Development |
| 7.1 | OP-05 – Procurement of Goods & Services |
| | Motion 2021-02-11: OP-05 – Procurement of Goods & Services |
| | <i>Moved by Mayor Steve Pellegrini, seconded by Phyllis Vernon, that the Procurement of Goods & Services policy (#OP-05) is adopted as amended. Carried.</i> |
| 7.2 | GOV-04 – Financial Control/Oversight |
| | Motion 2021-02-12: GOV-04 – Financial Control/Oversight |
| | <i>Moved by Mayor Steve Pellegrini, seconded by Phyllis Vernon, that the Financial Control/Oversight policy (#GOV-04) is adopted as amended. Carried.</i> |
| 8. | Staff Reports |
| 8.1 | Programming, Community Engagement & Marketing, Administrative & Branch Services and – Content & Information Technology Reports |
| 8.3 | The Programming, Community Engagement & Marketing, Administrative & Branch Services and the Content & Information Technology Reports for the period of January 16, 2021 – February 12, 2021 were presented by the respective managers and received for information. |
| | Motion 2021-02-13: Staff Reports – February 2021 |
| | <i>Moved by Aleisha Richards, seconded by Steve Pellegrini, that the Board receive all staff reports as presented for February 2021. Carried.</i> |

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| 9. | <p>Adjournment</p> <p>Motion 2021-02-14: Adjournment</p> <p><i>Moved by Mayor Steve Pellegrini, seconded by Councillor Jordan Cescolini, that the meeting be adjourned. Carried.</i></p> <p>The meeting adjourned at 9:05 p.m.</p> |
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Chair



Acting Chief Executive Officer
Kelley England.

Date

Certificate Of Completion

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| Envelope Id: 33DCACFCD2A948BE99EEF1A19DF52D40 | Status: Completed |
| Subject: Please DocuSign: 2. February 16 2021 - KTPL Board Meeting - Approved.docx | |
| Source Envelope: | |
| Document Pages: 4 | Signatures: 1 |
| Certificate Pages: 1 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: |
| EnvelopeId Stamping: Enabled | Michael Presta |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | 9100 Jane Street, Building 'A', 3rd Floor |
| | Vaughan, ON L4K 0A4 |
| | mpresta@bianchipresta.com |
| | IP Address: 199.243.136.242 |

Record Tracking

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|----------------------|---------------------------|--------------------|
| Status: Original | Holder: Michael Presta | Location: DocuSign |
| 3/18/2021 3:05:48 PM | mpresta@bianchipresta.com | |

Signer Events

Michael Presta
 mpresta@bianchipresta.com
 Associate Lawyer
 Bianchi Presta LLP
 Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Drawn on Device
 Using IP Address: 199.243.136.242

Timestamp

Sent: 3/18/2021 3:06:10 PM
 Viewed: 3/18/2021 3:06:15 PM
 Signed: 3/18/2021 3:06:22 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

| | | |
|---------------------|------------------|----------------------|
| Envelope Sent | Hashed/Encrypted | 3/18/2021 3:06:10 PM |
| Certified Delivered | Security Checked | 3/18/2021 3:06:15 PM |
| Signing Complete | Security Checked | 3/18/2021 3:06:22 PM |
| Completed | Security Checked | 3/18/2021 3:06:22 PM |

Payment Events

Status

Timestamps