



**King Township Public Library Board Meeting**  
**APPROVED MINUTES – January 16, 2024**  
**VIRTUAL**

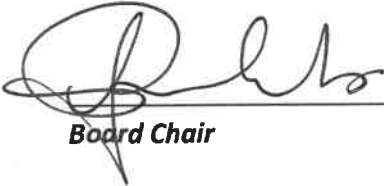
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| <b>Board Present:</b> | Aleisha Richards (C), Danielle Donadio (VC), Michael Tedesco (FC) Irene deGeus, Rose Grimaldi, Caroline Anderson, Patti Skrypek, Mayor Steve Pellegrini, Councillor Jordan Cescolini |
| <b>Staff Present:</b> | Adele Reid, Kelley England, Kate Gibson, Patricia Chan, Domenica Lollo   |
| <b>Regrets:</b>       | Councillor David Boyd  |
| <b>Absent:</b>        | ∅  |
| <b>Guests:</b>        | ∅  |

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| <b>1.</b>  | <b>Call to Order</b><br>Chair Aleisha Richards called the meeting to order at 6:37 p.m.   |
| <b>2.</b>  | <b>Approval of the Agenda</b><br><b>Motion 2024-01-01: Board meeting agenda</b><br><i>Moved by Michael Tedesco, seconded by Irene deGeus, that the Board approve the agenda as amended. Carried.</i>  |
| <b>3.</b>  | <b>Declarations of Conflict of Interest – ∅</b>   |
| <b>4.</b>  | <b>Approval of the Minutes</b>  |
| <b>4.1</b> | <b>Approval of the Preceding Board Meeting minutes – November 21, 2023</b><br><b>Motion 2024-01-02: Board meeting minutes – November 21, 2023</b><br><i>Moved by Caroline Anderson, seconded by Patti Skrypek, that the Board receive and approve the meeting minutes as presented. Carried.</i>  |
| <b>5.</b>  | <b>Business Arising from the Minutes</b>  |
| <b>5.2</b> | <b>Ad Hoc Committee – MOU/SLA Review</b><br>The CEO restated matters discussed at Octobers Board meeting related to the election of an ad hoc committee responsible for the review of MOU's/SLA's related to KTPL's integration with the township. Board members appointed to this committee include Aleisha Richards, Michael Tedesco, Caroline Anderson and Councillor David Boyd.<br><b>Motion 2024-01-03: Ad Hoc Committee – MOU/SLA Review</b><br><i>Moved by Rose Grimaldi, seconded by Michael Tedesco, that the Board approve the creation of an ad hoc committee for the review of MOU's/SLA's related to KTPL's integration with the Township of King and that Aleisha Richards, Michael Tedesco, Caroline Anderson and Councillor David Boyd are appointed to this committee. Carried.</i> |

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| 7.  |  | <b>Reports</b>  |
| 7.1 |  | <b>Stats-at-a-Glance 2023 Year End Review</b>   |
| 7.2 |  | <b>Annual Business Goals – 2023 Final Update</b>  |
| 7.3 |  | <p><b>Financial Update – 2023 Year-End and 2024 Budget (Verbal)</b></p> <p>CEO Adele Reid advised the Board that while final year-end transactions are still underway, that a favourable variance is still forecast for 2023. A final, albeit unaudited, year-end view should be available for the March meeting.</p> <p>Ms. Reid informed the Board that the 2024 Municipal budget has been approved, including the Library’s base operating budget as submitted. Two program change requests were also approved:</p> <ul style="list-style-type: none"> <li>○ Part-time Library Technician to Fulltime status</li> <li>○ \$19K to increase access to services for the community <ul style="list-style-type: none"> <li>▪ the 2024 focus will be on Make-It Lab and related programs</li> </ul> </li> </ul> <p>Two facilities-based budget requests did not make the 2024 capital priorities:</p> <ul style="list-style-type: none"> <li>○ Sound absorption – there are frequent user complaints associated to noise levels at the King City branch due to hard surfaces <ul style="list-style-type: none"> <li>▪ the 2023 acoustics study identified opportunities to reduce noise transfer through building</li> <li>▪ the Advocacy and Fundraising Committee is working on an event in the fall to assist with the cost of sound buffering, focusing on fibre/sound panels integrating local artists’ works</li> <li>▪ the CEO will review reserves and present feasibility of accessing these funds to mitigate sound issues in children’s area</li> </ul> </li> <li>○ Lighting issues at King City branch – the current automated system’s deficiencies present a health and safety hazard, and disrupt users <ul style="list-style-type: none"> <li>▪ staff recommend lights need to remain on at all times that people are in the building</li> <li>▪ if the Township Facilities team cannot find a solution within the 2024 maintenance budget, expediting a solution may call for the use of reserve funds</li> </ul> </li> </ul> <p>Ms. Reid will present a 2024 Reserve Strategy as part of the final 2023 financial reports.</p> <p><b>Motion 2024-01-04: 2023/2024 Reports</b></p> <p><i>Moved by Rose Grimaldi, seconded by Michael Tedesco, that all reports presented be received for information as presented. Carried.</i></p> |
| 8.  |  | <b>Policy Review and Updates ∅</b>  |

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| 9.  | <b>Information</b>   |
| 9.1 | <p><b>CEO Report – Verbal</b></p> <p>Ms. Reid formally introduced the Board to the new Manager of People and Spaces, Patricia Chan, highlighting the experience she brings from her previous employer.</p> <p>Ms. Reid provided an update on the Make-it Lab odour issues over the Christmas break. Given the intensity of the odour, a formal air quality analysis has been conducted. Neither biological nor chemical hazards were detected, but some air flow issues were highlighted, which will be addressed by Facilities. The rodent infestation is a contributor to the odour, and additional control has been implemented. Finally, an issue was identified associated to the sewage flushing system, which also contributed to the odour, and is also being addressed by Facilities.</p> <p>The Board was reminded about the upcoming 2024 OLA Conference. Ten staff will be attending the conference in person – all remaining staff and all Board members will have access to the recorded sessions via virtual access.</p> <p>Given the latest forecast timeline for the new/upgraded library branch in Nobleton pushing past 2026, staff are proceeding with further refresh initiatives, which will be presented as part of the 2024 Reserve Strategy</p> |
|     | <p><b>Motion 2024-01-05: Staff Report – January 2024</b></p> <p><i>Moved by Caroline Anderson, seconded by Rose Grimaldi, that the Board receive the staff reports for information as presented for January 2024. Carried.</i></p>   |
| 10. | <p><b>Member Announcements</b></p> <p>10.1</p> <ul style="list-style-type: none"> <li>➤ <b>Patti Skrypek</b> – Christmas in King – Yuk Yuk’s Comedy Night was a huge success – The next Yuk Yuk’s Comedy Night fundraiser event will be held on March 22, 2024 @ KingsBridge Centre.</li> <li>➤ <b>Mayor Pellegrini</b> – The Mayor was pleased to announce that the new Township-Wide Recreation Centre is the first combined aquatics and ice-sports community facility in Canada to achieve Zero Carbon Building Design Certification by the Canada Green Building Council. The new facility will have staggered openings in 2024 for the pool and ice pads.</li> </ul>   |
| 11. | <p><b>New Business</b></p> <p>11.1 <b>Request to initiate CEO Review Committee</b></p> <p>The Library CEO requested that the Library Board Chair and Vice Chair initiate the CEO Review process. The Library CEO will provide the resources necessary to ensure the review is completed by April 2024. Board members are reminded that they must recess into closed session (In-camera) to discuss personnel matters about an identifiable person, for any discussions carried out during the monthly Board meetings.</p>  |

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| 11.2 | <p><b>Notice of Motion – Board Meetings – Virtual vs. In-Person</b></p> <p>The 2024 Board Meeting Schedule will be updated to reflect the Board member’s request to return all monthly Library Board meetings to in-person attendance. The Library CEO and Management staff will make the final decision as to whether the meeting will go forward virtually or in-person, based on the weather forecast by the Thursday prior to the meeting. Also, enough Board members (at least quorum) must confirm in-person attendance in order for the meeting to be carried out in-person, otherwise the meeting will be presented virtual only.</p> |
|      | <p><b>Motion 2024-01-06: Board Meetings – Virtual vs. In-Person</b></p> <p><i>Moved by Irene deGeus, seconded by Caroline Anderson, that the Board agree to conduct all monthly board meetings in-person unless forecast weather event and/or confirmed attendance is below quorum by Thursday prior to meeting, given which CEO will decide and announce switch to virtual session by end of day that Thursday. Carried.</i></p>   |
| 12.  | <p><b>Adjournment</b></p>   |
|      | <p><b>Motion 2024-01-07: Adjournment</b></p> <p><i>Moved by Mayor Steve Pellegrini, seconded by Councillor Jordan Cescolini, that the Board meeting be adjourned. Carried.</i></p> <p>The meeting adjourned at 7:24 p.m.</p>  |




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**Board Chair**

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**Chief Executive Officer**

*FEBRUARY 20, 2024*

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**Date**