



**King Township Public Library Board Meeting**  
**APPROVED MINUTES – MAY 21, 2024**  
**KING CITY LIBRARY**

Board Present (In-person):	Aleisha Richards (C), Danielle Donadio (VC), Irene deGeus, Rose Grimaldi, Caroline Anderson, Patti Skrypek, Mayor Steve Pellegrini, Councillor David Boyd, Councillor Jordan Cescolini
Staff Present:	Adele Reid, Kelley England, Kate Gibson, Patricia Chan, Domenica Lollo
Regrets:	Michael Tedesco (FC)
Absent:	
Guests:	Nancy Broad, Robin Pereira, Laura Viola

1.	<p><b>Call to Order</b>          Chair Aleisha Richards called the meeting to order at 6:31 p.m.</p>
2.	<p><b>Approval of the Agenda</b></p> <p><b>Motion 2024-05-01: Board meeting agenda</b>  <i>Moved by Irene deGeus, seconded by Caroline Anderson, that the Board approve the agenda as amended. Carried.</i></p>
3.	<p><b>Declarations of Conflict of Interest – ∅</b></p>
4.	<p><b>King Township Citizen Deputations</b></p> <p>Six (6) deputations were submitted by King Township Citizens and presented to the King Township Public Library Board.</p> <p><b>Motion 2024-05-02: King Township Citizen Deputation – Nancy Broad</b>  <i>Moved by Councillor David Boyd, seconded by Rose Grimaldi, that the Board acknowledge and receive the King Township Citizen deputation presented to the Library Board by Nancy Broad. Carried.</i></p> <p><b>Motion 2024-05-03: King Township Citizen Deputation – Robin Pereira</b>  <i>Moved by Councillor David Boyd, seconded by Irene deGeus, that the Board acknowledge and receive the King Township Citizen deputation presented to the Library Board by Robin Pereira. Carried.</i></p> <p><b>Motion 2024-05-04: King Township Citizen Deputation – Laura Viola</b>  <i>Moved by Rose Grimaldi, seconded by Patti Skrypek, that the Board acknowledge and receive the King Township Citizen deputation presented to the Library Board by Laura Viola. Carried.</i></p>

		<p><b>Motion 2024-05-05: King Township Citizen Deputations – Various Submitted</b></p> <p><i>Moved by Danielle Donadio, seconded by Mayor Steve Pellegrini, that the Board acknowledge and receive the balance of King Township Citizen Deputations submitted in writing by Barbara Schmidt, Ruth Griffith, and Luba King. Carried.</i></p>
5.		<p><b>Approval of the Minutes</b></p>
	5.1	<p><b>Approval of the Preceding Board Meeting minutes – March 19, 2024</b></p> <p><b>Motion 2024-05-06: Board meeting minutes – March 19, 2024, 2024</b></p> <p><i>Moved by Councillor Jordan Cescolini, seconded by Irene deGeus, that the Board receive and approve the meeting minutes as presented. Carried.</i></p>
	5.2	<p><b>Approval of the Advocacy and Fundraising Committee meeting minutes – April 15, 2024</b></p> <p><b>Motion 2024-05-07: Advocacy and Fundraising Committee – April 15, 2024</b></p> <p><i>Moved by Rose Grimaldi, seconded by Patti Skrypek, that the Board receive and approve the meeting minutes as presented. Carried.</i></p>
6.		<p><b>Business Arising from the Minutes – ∅</b></p>
7.		<p><b>Correspondence</b></p>
	7.1	<p><b>Correspondence Received – Library Patron</b></p> <p><b>Motion 2024-05-08: Correspondence Received</b></p> <p><i>Moved by Councillor David Boyd, seconded by Caroline Anderson, that the Board receive the correspondence as presented. Carried.</i></p>
8.		<p><b>Reports</b></p>
	8.1	<p><b>OLS Representative Update (Verbal)</b></p> <p>Board member and OLS (Ontario Library Service) Representative Caroline Anderson updated the Board on information related to the OLS, including attending the inaugural meeting on Tuesday, May 2, 2024. KTPL is a member of the group of libraries with populations of 20,000 to 39,999.</p> <p>This inaugural meeting included the election of David Mackay of Stratford as Board Representative, who was acclaimed. A major topic of discussion was the need for library boards to build and maintain congenial and productive relationships with respective townships. The concept of ‘autonomy paradox’ was introduced, associated with the board's independence as a governing body per the Public Library Act, but the dependency on our municipal partners for the majority of funding for a library to operate.</p> <p>In keeping with maintaining a congenial relationship with the Township, many libraries are now experiencing shared resources/services with the township to find budget efficiencies. With this, MOUs are commonplace for a better understanding of each other’s priorities, and goals and for demonstrating our economic value, which is exactly the direction the KTPL Board is headed – starting down the shared service, MOU path.</p>

**Motion 2024-05-09: OLS Representative Update**

*Moved by Mayor Steve Pellegrini, seconded by Danielle Donadio, that the Board receive and accept the OLS Representative update as presented. Carried.*

**8.2 Financials – Q1 Update**

CEO Adele Reid highlighted that at the end of the first quarter, the financials are on track per the 2024 budget. Ms. Reid highlighted that there are some risks, primarily associated to the rate increase in full-time benefits exceeding forecast, but they are currently mitigated by savings in other areas. The successful application to the Canada Summer Jobs grant to supplement the wages of students hired to run the Summer Reading Club will also mitigate the impact of the actual cost of benefits. As requested by Finance Chair Michael Tedesco, Ms. Reid provided the Board insight on what represents a major risk to the budget (ie., major damage or termination package) and how such situations are dealt with. While most situations are typically covered by adjustments in the existing budget, the availability of reserve funds can also assist in covering unexpected costs and speaks to the value of retaining a reserve.

**Motion 2024-05-10: Financial Report – Q1 Update**

*Moved by Mayor Steve Pellegrini, seconded by Patti Skrypek, that the Board receive and accept the Financial Report as presented. Carried.*

**9. Policy Review and Updates**

**Review/Update of Policy # OP-01 – Circulation**

The review and update of the aforementioned policy was presented to all Board members by the Policy Committee.

**Motion 2024-05-11: Policy Review and Updates**

*Moved by Irene deGeus, seconded by Councillor David Boyd, that the Board receive the review of policy # OP-01 and accept the changes as recommended and presented by the Policy Committee. Carried.*

## 10. Information

### 10.1 CEO Report – Verbal

Ms. Reid reported the following:

- The Community Engagement and Marketing department has been retitled Engagement and Connections, and the Content and Information Technology department is now Collections and Technology. These new titles utilize language from the current Strategic Plan, as well as better reflect the primary roles of the department, reducing the potential for perceived duplicity of function
- The proposed changes to the King City parking lot entrance, including a full traffic light-controlled intersection, are still under discussion between York Region and the York Region District School Board
- Having attended public consultation sessions for the King City and Nobleton Neighbourhood Plans, Ms. Reid observed that both communities expressed continued appreciation of library services and options for the presence of the library in both locations were a topic with the communities. The attendees at the Nobleton session continued to push for the branch to remain in its current location, but notable that this feedback came from the same residents who have addressed their concerns with the Township and the KTPL Board. The King City attendees suggested satellite library services in the Doctor's Lane area to be closer to those walking from west of Keele.
- The update of the Nobleton branch is nearing completion, with the delivery of furnishings to replace aging/non-suitable pieces, as well as new wayfinding graphics to tie with the system-wide thematic currently in use, focussing on our logo. The final update, a replacement of original shelving, is currently underway and completion is anticipated by the end of the year.
- KTPL has been included in the Township's 'Headline Performance Measures', a Corporate Performance Accountability program with the goal of showing residents the services they are receiving and how those are performing. Ms. Reid introduced the Board to the site on king.ca, where the Library has presented our core services to the community, as well as how we measure our performance in those areas, with the goal of continuous improvement. These measurements are not new to KTPL, as have been traditionally collected and reported to both the Board as well as by required by the Province's *Public Library Act*.

- As reported to the Board via direct emails, the King City branch continues to contend with disruptive behaviour by students attending the branch during their schools' lunch hours. Steps have been put in place to assist staff with managing behavioural issues, and the Manager of People and Spaces is in continuous talks with the schools' administration teams, who have been supportive in this matter.
- Front-line staffing vacancies continue to be an issue – while the Manager of People and Spaces is actively recruiting, it has continued to be challenging to find and retain staff, and continues to result in program disruption.

## 10.2 Cyber Security – Verbal

Kate Gibson, Manager of Collections and Technology (CI), updated the Board on the recent cyber security penetration testing performed by consultants performing similar services for the Township. Overall, external tests determined that KTPL was low risk, while internal tests identified a number of high risks: 14 recommendations were made, mostly related to password security. The CI team has already started to roll out necessary practices and procedures to lower the risks identified.

## 10.3 Stats-at-a-Glance – March Break

### Motion 2024-05-12: Staff Reports – May 2024

*Moved by Caroline Anderson, seconded by Rose Grimaldi, that the Board receive the staff reports for information as presented for May 2024. Carried.*

## 11. New Business

Board Chair Aleisha Richards put forward a motion requesting KTPL management staff develop a notification/press release in the local paper to address the concerns of Nobleton citizens related to the possible future of the Nobleton Library Branch.

### Motion 2024-05-13: Notification Development for Press Release

*Moved by Aleisha Richards, seconded by Jordan Cescolini, that the Board request management staff put forward a notification/press release to the citizens of King related to the future of the Nobleton library branch as discussed. Carried.*

## 12. Member Announcements

### 12.1 ➤ Patti Skrypek –

- Update – the last 'Comedy in King' event raised over \$13,000 for Christmas in King organization

### ➤ Mayor Steve Pellegrini –

- Board member Patti Skrypek received the 'Special Recognition Award' at the annual Volunteers Appreciation Awards Night held on April 25th. She was recognized for her dedication and service to Arts Society King, as a member of

the King Township Public Library Board, and for the various charity events she has contributed to, such as Comedy in King and the King Holiday Lights Tour

- Reminder - the Schomberg Fair is being held May 23-26, with the smash-up derby taking place Friday evening

➤ **Councillor David Boyd –**

- A special thank you to library staff for their involvement in the Nobleton Victoria Day celebrations

➤ **Aleisha Richards –**


- Please support your local farmers
- Complimented the KTPL staff for the continued accomplishments and the high quality of library service the community has access to

**13. Adjournment**

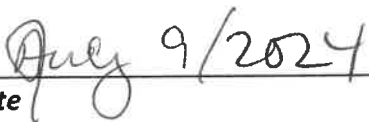
**Motion 2024-05-14: Adjournment**

*Moved by Patti Skrypek, seconded by Caroline Anderson, that the Board meeting be adjourned. Carried.*

The meeting adjourned at 8:32 p.m.

  
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**Board Chair**

  
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**Chief Executive Officer**

  
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**Date**