



**King Township Public Library Board Meeting**  
**APPROVED MINUTES – November 21, 2023**  
**King City Library Branch**

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

<b>1.</b>	<b>Call to Order</b> Chair Aleisha Richards called the meeting to order at 6:32 p.m.
<b>2.</b>	<b>Approval of the Agenda</b>  <b>Motion 2023-11-01: Board meeting agenda</b>  <i>Moved by Councillor Jordan Cescolini, seconded by Patti Skrypek, 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 – October 17, 2023</b>  <b>Motion 2023-11-02: Board meeting minutes – October 17, 2023</b>  <i>Moved by Caroline Anderson, seconded by Councillor Jordan Cescolini, that the Board receive and approve the meeting minutes as presented. Carried.</i>
<b>4.2</b>	<b>Approval of the Special Board meeting minutes – November 6, 2023</b>  <b>Motion 2023-11-03: Special Board meeting minutes – November 6, 2023</b>  <i>Moved by Patti Skrypek, seconded by Councillor Jordan Cescolini, that the Board receive and approve the special Board meeting minutes as presented. Carried.</i>
<b>5.</b>	<b>Business Arising from the Minutes</b>
<b>5.1</b>	<b>Township of King re-organization and KTPL future integration</b>  The Board Chair, Aleisha Richards, spoke to the Board about the importance of Memos of Understand (MOUs) and Service Level Agreements (SLAs) of any Library funded-activity that is identified as opportunities for integration with the municipality.  CEO Adele Reid reported that she is working with Director of Community Services Chris Fasciano to explore such opportunities, while maintaining KTPL as an autonomous

		<p>organization, governed by the Board, as per the Public Library Act. She is currently working on a Project Charter to be presented at a future Board meeting.</p> <p>Ms. Reid recommended that the Board establish an ad hoc committee for the review of MOUs/SLAs and suggested Caroline Anderson, Michael Tedesco, David Boyd and Aleisha Richards be assigned.</p> <p>Danielle Donadio asked about in/out-of-scope topics, of which Ms. Reid advised are currently under review and will be presented in the project charter.</p>
		<p><b>Motion 2023-11-04: Township of King re-organization and KTPL future integration</b>  <i>Moved by Caroline Anderson, seconded by Rose Grimaldi, that the Board receive and approve the Township of King Re-organization and KTPL Future Integration report, as presented. Carried.</i></p>
	<b>5.2</b>	<p><b>2024 Budget – Public Consultation Session – November 15, 2023</b>  The Townships 2024 Budget Public Consultation session was held on November 15, 2023, with CEO Adele Reid and Board Chair Aleisha Richards representing KTPL. This was an opportunity for the public to discuss the 2024 budget with staff, however no members of the community attended the event.</p>
	<b>6.</b>	<b>Correspondence – ∅</b>
	<b>7.</b>	<b>Reports</b>
	<b>7.1</b>	<p><b>Q3 FINANCIALS</b>  CEO Adele Reid summarized the report on the year-to-date financials as of November 15, 2023. The year-end estimate, a favourable variance of approximately \$120,000, is consequent to multiple vacancies over 2023. Staff are pursuing a number of value-added projects that will reduce future year funding requests. A reserve recommendation will be made on the final variance to cover projects commenced but not completed in 2023, to cover future unfavourable variances due to necessary expenditures not forecasted, as well as to assist in funding major capital projects.</p>
		<p><b>Motion 2023-11-05: Q3 Financial Statement and Statistics</b>  <i>Moved by Danielle Donadio, seconded by Rose Grimaldi, that the Q3 Financial Statement be received for information as presented. Carried.</i></p>
	<b>7.2</b>	<p><b>Stats-at-a-Glance</b>  Statistics for the month of October and last quarter were reviewed with Board members. Ms. Reid advised the Board that statistics are not being presented in comparison to past years yet, as activity has been abnormal since 2018, when the King City branch was closed, as well as pandemic closures and the gradual reopening to in-person services still underway.</p>

		<p><b>Motion 2023-11-06: Q3 Financial Statement and Statistics</b></p> <p><i>Moved by Rose Grimaldi, seconded by Caroline Anderson, that the Statistics-at-a-Glance be received for information as presented. Carried.</i></p>
8.		<b>Policy Review and Updates Ø</b>
9.		<b>Information</b>
	9.1	<p><b>CEO Report – Verbal</b></p> <p>CEO Adele Reid reminded the Board about the upcoming all staff meeting on December 4<sup>th</sup>. All Board members are invited to attend and were asked to confirm their attendance. Ms. Reid also announced that a new Manager of People and Spaces, Patricia Chan) has been hired and will be starting with KTPL on December 18. This new role will focus on staff training, health and safety, onboarding and building safety/maintenance. Ms. Chan will attend the December 4<sup>th</sup> staff meeting to be introduced to the KTPL team.</p>
		<p><b>Motion 2023-11-06: CEO Verbal Report – November 2023</b></p> <p><i>Moved by Caroline Anderson, seconded by Rose Grimaldi, that the Board receive the CEO’s Verbal Report for information as presented for November 2023. Carried.</i></p>
10.		<b>Member Announcements</b>
	10.1	<ul style="list-style-type: none"> <li>➤ <b>Patti Skrypek</b> – King Heritage and Cultural Centre – ‘One of a KING Handmade Holiday Market and Tree Lighting’ – Saturday, Nov. 26, 2023, from 3:00 – 7:00pm</li> <li>➤ <b>Aleisha Richards</b> – A Main Street Christmas – Saturday, December 2, 2023</li> </ul>
11.		<b>New Business</b>
	11.1	<p><b>Potential Deputation – December</b></p> <p>The Nobleton Book Club has advised they wish to make a deputation to the Board related to the future of the Nobleton Library branch at the March 2024 Board meeting. The Chair recommended that when a community member or group submits a deputation request, that the meeting be held in person versus virtually, of which the rest of the Board agreed.</p>
	11.2	<p><b>Former Board Member Virginia Atkins – Condolences and Tribute</b></p> <p><b>Motion 2023-11-07: Virginia Atkins – Condolences and Tribute</b></p> <p><i>Moved by Caroline Anderson, seconded by Patti Skrypek, that the Board extend a motion to acknowledge and pay tribute to former Board member Virginia Atkins (KTPL Board member 2002 – 2014), who passed away Friday, November 17, 2023. She left an indelible mark on our community through her unwavering dedication to the values she held dear. Carried.</i></p>

12.	<b>Adjournment</b>
	<b>Motion 2023-11-08: Adjournment</b>
	<i>Moved by Caroline Anderson, seconded by Patti Skrypek, that the Board meeting be adjourned. Carried.</i>
	The meeting adjourned at 7:12 p.m.

  
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**Board Chair**

  
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**Chief Executive Officer**

*Feb 7 27*  
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**Date**