



King Township Public Library Board Special Meeting
APPROVED MINUTES – August 14, 2024
 Virtual Meeting

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

1.	<p>Call to Order Chair Aleisha Richards called the meeting to order at 7:04 p.m.</p>
2.	<p>Approval of the Agenda</p> <p>Motion 2024-S08-01: Special Board meeting agenda <i>Moved by Caroline Anderson, seconded by Patti Skrypek, that the Board approve the agenda as presented. Carried.</i></p>
3.	<p>Declarations of Conflict of Interest – ∅</p>
4.	<p>Business Arising from the Minutes)</p>
4.1	<p>Programming Overview</p> <p>In response to questions asked at the June Board meeting, Manager of Engagement and Connections, Kelley England provided an overview of KTPL’s program strategy. The Engagement and Connections (EC) department develops an annual programming plan for all age groups, informed by both the evaluation of previous year’s statistics and new trends in literacy and STEAM programs, while optimizing available resources. The EC department also ensures that programming does not duplicate offerings from the Township by collaborating with Township staff and participating in ongoing coordination meetings. In 2023, KTPL hosted 985 programs including targeted, drop-in, and passive formats, with a total of 10,413 participants. Staff project 1,016 programs will be delivered in 2024.</p> <p>A key component of the programming strategy is the role program staff play in enabling the hours of operation offered to the community. Most programs are delivered during scheduled front-line shifts: reducing programs will not free up staff to increase hours of operation. It is also notable that this lean staffing approach comes with the risk of program cancellation during staffing shortages, exemplified by the 14 Saturdays the Lab has not opened in 2024 due to staffing limitations, impacting over 200 typical visits.</p>

Ms. England concluded by highlighting the demand, as demonstrated by both participation and community input, for more Maker and adult activities as well as access to the Lab equipment, both within the library and the community. Further growth is not currently feasible as existing resources are fully saturated.

Motion 2024-S08-02: Programming Overview

Moved by Rose Grimaldi, seconded by Daniele Donadio, that the Board receives the Programming Overview report for information as presented. Carried.

5.

New Business

5.1 2025 Draft Budget Review

CEO Adele Reid presented the 2025 draft budget for the Board's review. The 2025 base operating budget is 4.89% higher than 2024, primarily associated to annual staff step progression, CPP increases and inflation on third-party provided services. Preparation of the budget 2025 reflects planned transition to the Township's financial and payroll systems, with nominal savings in 2025. The Library's budget forecast format has been re-aligned to fit the Township's financial platform. Notably, as the Library's bills will be paid directly by the Township in 2025, bank interest revenue on operating funds historically transferred to the Board's account is now built into the Township's main accounts, supporting the overall ability for the Township to fund operations including the Library.

The Board's draft budget will be submitted to the Township to be rolled up into the consolidated municipal budget for 2025. If the consolidated budget exceeds Council's expectations, there may be further discussion required. If that occurs, staff will present the Board options for review. Ms. Reid will also submit a 2025 update of the unfunded 2024 Program Change request to transition a current part-time to a full-time program position to facilitate growth of Maker programs. She advised that this Program Change will not be funded in 2025 due to cost pressures but recommends doing so to maintain visibility to the demand for Maker services that is often disrupted by staff shortages.

Motion 2024-S8-03: 2025 Draft Budget Review

Moved by Michael Tedesco, seconded by Caroline Anderson, that the Board receive and approve the 2025 Draft Budget for submission to the Township's 2025 Budget Review Process, as presented. Carried.

5.

Adjournment


Motion 2024-S8-04: Adjournment

Moved by Caroline Anderson seconded by Michael Tedesco, that the Board meeting be adjourned. Carried.

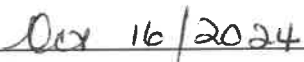
The meeting adjourned at 8:37 p.m.



Board Chair



Chief Executive Officer



Date