

## Norfolk County Public Library Board Minutes

**March 27, 2024**

**4:30 p.m.**

**Norfolk County Library, Simcoe Branch**

**46 Colborne St. S., Simcoe ON**

**Large Meeting Room - Lower Level**

Present: Dianne Austin, Sue Defreyne, Kimberly Earls,  
Councillor Kim Huffman, Lisa Marr, Councillor Tom  
Masschaele, Carolyn Nordheimer, Amanda Van  
Schyndel

Absent with Mayor Amy Martin  
Regrets:

Also Present: Julie Kent, Kate Palmer

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**1. Call to Order**

Board Chair, Kimberly Earls, called the meeting to order at 4:30 p.m.

**2. Approval of Agenda**

**Resolution No. 1**

**Moved By:** Carolyn Nordheimer

**Seconded By:** Councillor Tom Masschaele

THAT the agenda be approved as presented.

**Carried.**

Sue Defreyne, Trustee entered the meeting at 4:32p.m.

**3. Pecuniary/Conflict of Interest Declarations**

None.

**4. Minutes, Receipt, and Approval**

**4.1 Norfolk County Public Library Board Meeting Minutes - February 28, 2024**

**Resolution No. 2**

**Moved By:** Dianne Austin

**Seconded By:** Amanda Van Schyndel

THAT the NCPL Board adopts the Minutes of the February 28, 2024 Board meeting as presented.

**Carried.**

**5. Business Arising from Previous Meeting**

None.

**6. Reports**

**6.1 Operations Monitoring Report February 2024 #24-03-01**

J. Kent, CEO spoke to the Operations Monitoring Report and addressed any questions.

**Resolution No. 3**

**Moved By:** Carolyn Nordheimer

**Seconded By:** Amanda Van Schyndel

THAT NCPL Operations Monitoring Report February 2024 #24-03-01 be received for information;

AND THAT the Library Board approve the report as presented.

**Carried.**

**7. Policy**

**7.1 Policy Development and Review Committee Report #24-03-02**

C. Nordheimer spoke to the Policy Development and Review Committee Report and addressed any questions.

## 7.2 OP-22 - Trespass and Ban Policy

The Board directed the CEO to include monthly incident updates to the Operations Monitoring Report. The Trespass and Banning Threshold Chart will be made available to staff.

Discussion ensued regarding Level 1; first bullet; Level 2, 3, and 4; second bullet of the Considerations of the Trespass and Banning Threshold Chart.

It was recommended to add the wording “**where possible and appropriate**” to Level 1; first bullet; Level 2, 3, and 4; second bullet of the Considerations of the Trespass and Banning Threshold Chart to OP-22 – Trespass and Ban Policy.

### Resolution No. 4

**Moved By:** Amanda Van Schyndel

**Seconded By:** Carolyn Nordheimer

THAT OP-22 - Trespass and Ban Policy be approved as amended to add the wording “**where possible and appropriate**” to Level 1; first bullet; Level 2, 3, and 4; second bullet of the Considerations of the Trespass and Banning Threshold Chart.

**Carried.**

## 7.3 BL-01 NCPL Board Procedural By-law

### Resolution No. 5

**Moved By:** Carolyn Nordheimer

**Seconded By:** Sue Defreyne

THAT BL-01 - NCPL Board Procedural By-law be approved as presented.

**Carried.**

## 7.4 OP-03 - Collection Development Policy

### Resolution No. 6

**Moved By:** Amanda Van Schyndel

**Seconded By:** Carolyn Nordheimer

THAT OP-03 - Collection Development Policy be approved.

**Carried.**

**7.5 OP-04 - Code of Conduct (Public) Policy**

**Resolution No. 7**

**Moved By:** Amanda Van Schyndel

**Seconded By:** Councillor Tom Masschaele

THAT OP-04 - Code of Conduct (Public) Policy be approved.

**Carried.**

**7.6 OP-07 - Internet Services and Technology Use Policy**

**Resolution No. 8**

**Moved By:** Amanda Van Schyndel

**Seconded By:** Sue Defreyne

THAT OP-07 - Internet Services and Technology Use Policy be approved.

**Carried.**

**7.7 OP-15 - Accessibility in the Library Policy**

**Resolution No. 9**

**Moved By:** Amanda Van Schyndel

**Seconded By:** Carolyn Nordheimer

THAT OP-15 - Accessibility in the Library Policy be approved.

**Carried.**

**7.8 OP-18 - Procurement of Goods and Services Policy**

**Resolution No. 10**

**Moved By:** Amanda Van Schyndel

**Seconded By:** Carolyn Nordheimer

THAT OP-18 - Procurement of Goods and Services Policy be approved.

**Carried.**

## **8. Committee Reports**

### **8.1 Facilities Planning Committee Report #24-03-03**

S. Defreyne spoke to the Facilities Planning Report and addressed any questions.

#### **Resolution No. 11**

**Moved By:** Sue Defreyne

**Seconded By:** Amanda Van Schyndel

THAT NCPL Facilities Planning Committee Board Report #24-03-03 be received for information;

AND THAT NCPL Board approve the report as presented.

**Carried.**

### **8.2 Finance Committee Report #24-03-04**

S. Defreyne spoke to the Finance Report and addressed any questions.

#### **Resolution No. 12**

**Moved By:** Sue Defreyne

**Seconded By:** Carolyn Nordheimer

THAT NCPL Finance Committee Board Report #24-03-04 be received for information;

AND THAT NCPL Board approve the report as presented.

**Carried.**

### **8.3 Strategic Planning Report #24-03-05**

S. Defreyne spoke to the Strategic Planning Committee Report and addressed any questions.

Discussion ensued regarding Priority 3: Culture and Community bullet one.

It was recommended to change the wording in Strategic Priority 3: Culture and Community bullet one from "**celebrate a**" to "**ensure the**".

**Resolution No. 13**

**Moved By:** Sue Defreyne

**Seconded By:** Dianne Austin

THAT NCPL Strategic Planning Committee Board Report #24-03-05 be received for information;

AND THAT NCPL Board approve the report and Strategic Plan as amended to change the wording in Strategic Priority 3: Culture and Community bullet one from "**celebrate a**" to "**ensure the**".

**Carried.**

**9. Other Business**

J. Kent, CEO informed the Board about the Talbot Street construction and that there should only be minor interruptions to the Simcoe Branch service. Messaging out to the public will be done as needed.

**10. Friends of the Library Meeting Notes**

**10.1 Friends of the Library - Port Dover - March 1, 2024**

**11. Next Meetings**

The next meeting is April 24, 2024 at 4:30-6:30pm Port Dover Meeting Room.

**11.1 2024 NCPL Board Meeting Schedule**

The 2024 Library Board Meeting Schedule will be revised to include a meeting at the Delhi Branch - Kozub Meeting Room.

**12. Closed Session**

**13. Correspondence**

None.

**14. Confirming By-Law**

**14.1 Confirming By-Law 2024-03LIB**

**Resolution No. 14**

**Moved By:** Carolyn Nordheimer  
**Seconded By:** Amanda Van Schyndel

THAT By-law 2024-03LIB being a By-law to confirm the proceedings of the Norfolk County Library Board at this Regular Board Meeting held on the 27th day of March 2024 be approved.

**Carried.**

**15. Adjournment**

**Resolution No. 15**

**Moved By:** Sue Defreyne  
**Seconded By:** Councillor Tom Masschaele

THAT the meeting adjourn at 5:21 p.m.

**Carried.**

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Chair: Kimberly Earls

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CEO: Julie Kent