

## Norfolk County Public Library Board Minutes

**August 28, 2024**

**4:45 p.m.**

**Norfolk County Library, Simcoe Branch**

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

**Large Meeting Room - Lower Level**

Present: Sue Defreyne, Kimberly Earls, Lisa Marr, Carolyn Nordheimer

Absent with  
Regrets: Dianne Austin, Mayor Amy Martin, Councillor Tom Masschaele

Absent without  
Regrets: Councillor Kim Huffman

Also Present: Julie Kent, Kate Palmer

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**1. Call to Order**

Board Chair, Kimberly Earls, called the meeting to order at 4:40 p.m.

**2. Approval of Agenda**

**Resolution No. 1**

**Moved By:** Sue Defreyne

**Seconded By:** Lisa Marr

THAT the agenda be approved as presented.

**Carried.**

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

None.

**4. Minutes, Receipt, and Approval of June 26, 2024**

**4.1 Minutes, Receipt, and Approval of June 26, 2024**

**Resolution No. 2**

**Moved By:** Sue Defreyne

**Seconded By:** Lisa Marr

THAT the NCPL Board adopts the Minutes of the June 26, 2024 Board meeting as presented.

**Carried.**

**5. Business Arising from Previous Meeting**

None.

**6. Reports**

**6.1 Operations Monitoring Report June 2024 #24-08-01**

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

**Resolution No. 3**

**Moved By:** Carolyn Nordheimer

**Seconded By:** Sue Defreyne

THAT NCPL Operations Monitoring Report June 2024-08-01 be received for information;

AND THAT the Library Board approve the report as presented.

**Carried.**

**6.2 Operations Monitoring Report July 2024 #24-08-02**

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

**Resolution No. 4**

**Moved By:** Carolyn Nordheimer

**Seconded By:** Lisa Marr

THAT NCPL Operations Monitoring Report July 2024 #24-08-02 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 #2024-08-03**

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

#### **Resolution No. 5**

**Moved By:** Carolyn Nordheimer

**Seconded By:** Sue Defreyne

THAT GOV-14 - Donation Reserve Fund Policy be approved.

**Carried.**

### **7.2 HR-10 - Employee Conduct Policy**

#### **Resolution No. 6**

**Moved By:** Carolyn Nordheimer

**Seconded By:** Lisa Marr

THAT HR-10 - Employee Conduct Policy be approved.

**Carried.**

## **8. Committee Reports**

### **8.1 Finance Committee Report Levy and Capital 2025 Budget #24-08-04**

#### **Resolution No. 7**

**Moved By:** Sue Defreyne

**Seconded By:** Lisa Marr

THAT NCPL Report #24-08-04 be received for information;

AND THAT the Board approve the recommendations for the 2025 estimated Levy Budget and Capital Budget.

**Carried.**

## **9. Other Business**

None.

### **9.1 NCPL Board Trustee Resignation**

The resignation letter submitted by Amanda Van Schyndel, has been reviewed and considered by the Board. Amanda Van Schyndel has expressed their intention to resign from their position as Board Trustee and Vice-Chair due to personal reasons, and the Board has acknowledged their decision with regret.

J. Kent, CEO will inform the Clerks at the County of the resignation.

#### **Resolution No. 8**

**Moved By:** Sue Defreyne

**Seconded By:** Carolyn Nordheimer

THAT the Board receive the resignation of Board Trustee and Vice-Chair Amanda Van Schyndel effective August 7, 2024.

**Carried.**

### **9.2 Appointment of Vice-Chair**

Kim Earls, Chair, called for nominations of Norfolk County Public Library Board Vice-Chair.

Board Trustee Kim Earls nominated Board Trustee Sue Defreyne for Norfolk County Public Library Board Vice-Chair.

Board Trustee Sue Defreyne accepted the nomination for Norfolk County Public Library Board Chair.

Nominations for Norfolk County Public Library Board Vice-Chair were called a second and final time.

No other nominations for Norfolk County Public Library Board Vice-Chair were put forward.

**Resolution No. 9**

**Moved By:** Carolyn Nordheimer

**Seconded By:** Lisa Marr

THAT the Board appoint Sue Defreyne as Vice-Chair.

**Carried.**

**9.3 Managers and Coordinators Attending Board Meetings**

Discussion ensued regarding Managers and Coordinators attending Board meetings. This item will be brought forward to September's Board meeting for further discussion.

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

**10.1 Friends of the Library - Simcoe Chapter Update August 2024**

**11. Next Meetings**

**11.1 2024 September and October Board Meeting Date Change**

September and October 2024 Board meeting dates have been changed. Please see below for new dates:

- Wednesday, September 25th to Monday, September 23rd
- Wednesday, October 23rd to Monday, October 21st

The next meeting is on Monday, September 23, 2024 at 4:45pm in the Kozub Community Meeting Room, Delhi Branch.

**11.2 2025 Library Board Meeting Schedule**

The 2025 Library Board Meeting Schedule was presented and no changes were made to the schedule.

**12. Correspondence**

None.

**13. Confirming By-Law**

**13.1 Confirming By-Law 2024-07LIB**

**Resolution No. 10**

**Moved By:** Carolyn Nordheimer

**Seconded By:** Lisa Marr

THAT By-law 2024-07LIB being a By-law to confirm the proceedings of the Norfolk County Library Board at this Regular Board Meeting held on the 28th day of August 2024 be approved.

**Carried.**

**14. Adjournment**

**Resolution No. 11**

**Moved By:** Carolyn Nordheimer

**Seconded By:** Sue Defreyne

THAT the meeting adjourn at 5:22 p.m.

**Carried.**

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Chair: Kimberly Earls

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CEO: Julie Kent