

Norfolk County Public Library Board Minutes

May 28, 2025

4:45 p.m.

**Waterford Branch - Glen Bell Room - 15 Main Street S.,
Waterford
15 Main Street South
Waterford, ON**

Present: Sue Defreyne, Kimberly Earls, Alida Grohs, Lisa Marr, Tom Masschaele, Carolyn Nordheimer, Councillor K. Huffman

**Absent with
Regrets:** Mayor, Amy Martin, Richard Anderson, Facilities and Operations Manager

Also Present: Julie Kent, CEO, Kate Palmer, Administrative Coordinator, Recorder

1. Call to Order

The Board Chair, Kimberly Earls, called the meeting to order at 4:45 p.m.

2. Approval of Agenda

The Board agreed to add the following to the agenda:

10. Other Business

10.1 Four Year Cycle

10.2 Pay Equity Update

10.3 Board Coaching and Training

Resolution No. 1

Moved By: Sue Defreyne

Seconded By: Alida Grohs

THAT the agenda be approved as amended.

Carried.

3. Pecuniary/Conflict of Interest Declarations

None.

4. Minutes, Receipt, and Approval of

4.1 Minutes, Receipt, and Approval of April 23, 2025

Resolution No. 2

Moved By: Sue Defreyne

Seconded By: Councillor Tom Masschaele

THAT the NCPL Board adopts the Minutes of the April 23, 2025, Board meeting as presented.

Carried.

5. Business Arising from Previous Meeting

None.

6. Reports

6.1 Staff Training and Development Report #25-05-01

J. Kent, CEO, noted that Richard Anderson, Facilities and Operations Manager, sends his regrets.

6.1.1 Staff Introduction and Ontario Library Association 2025 Super Conference Presentation

Staff Introduction and Ontario Library Association 2025 Super Conference Presentation is deferred to June 25, 2025, Board meeting.

6.2 Operations Monitoring Report April 2025 #25-05-02

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

J. Kent, CEO, spoke to the Statement of Operations - Financial Update and addressed any questions.

Paula Duarte has confirmed that she will stand as a trustee for the current term of the board and will attend June's Board meeting.

The Simcoe Friends of the Library Chapter have raised just over \$6,000.

Resolution No. 3

Moved By: Councillor Tom Masschaele

Seconded By: Carolyn Nordheimer

THAT NCPL Operations Monitoring - Month of April 2025 Report #25-05-02 be received for information;

AND THAT the Library Board approve the report as presented.

Carried.

6.3 Operating Hours Report #25-05-03

J. Kent, CEO, spoke to the Operating Hours Review Report and addressed any questions.

Resolution No. 4

Moved By: Carolyn Nordheimer

Seconded By: Councillor Tom Masschaele

THAT Report #25-05-03 be received for information;

AND THAT all Branch locations' hours be extended to 5:00 p.m. on Saturdays be approved;

AND THAT the adjustment of Friday hours at the Simcoe Branch to close at 5:00 p.m. be approved.

Carried.

6.4 Waterford Reopening Event Report 25-05-04

J. Kent, CEO, spoke to the Waterford Reopening Event Report and recognized Board Trustee Sue Defreyne's critical role in organizing the event.

7. Policy

7.1 Policy Development and Review Committee Report #25-05-05

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

7.2 FR-01 - Partnership and Fundraising Policy

Resolution No. 5

Moved By: Carolyn Nordheimer

Seconded By: Sue Defreyne

THAT FR-01 - Partnership and Fundraising Policy be approved as presented.

Carried.

7.3 HR-03 - Hours of Work

Resolution No. 6

Moved By: Carolyn Nordheimer

Seconded By: Councillor K. Huffman

THAT HR-03 - Hours of Work Policy be approved as presented.

Carried.

7.4 HR-09 - Health and Safety Policy

Resolution No. 7

Moved By: Carolyn Nordheimer

Seconded By: Sue Defreyne

THAT HR-09 - Health and Safety Policy be approved as presented.

Carried.

7.5 HR-14 - Right to Disconnect Policy

Resolution No. 8

Moved By: Carolyn Nordheimer

Seconded By: Alida Grohs

THAT HR-14 - Right to Disconnect Policy be approved as presented.

Carried.

7.6 HR - 15 - Dress Code Policy

Under Guidelines:

Add to end of first sentence:

- while maintaining a professional appearance.

Remove second bullet:

- Clothing more suitable for athletic activity may not be worn (e.g., sport shorts, sweat suits, sweatpants, tank tops, clothing that is torn, dirty or frayed).

Resolution No. 9

Moved By: Carolyn Nordheimer

Seconded By: Councillor Tom Masschaele

THAT HR-15 - Dress Code Policy be approved as amended.

Carried.

7.7 NU-01 NCPL Non-Union Staff Policy Manual

Resolution No. 10

Moved By: Carolyn Nordheimer

Seconded By: Sue Defreyne

THAT NU-01 - NCPL Non-Union Staff Policy Manual be approved as presented.

Carried.

8. Next Meetings

8.1 June 25, 2025 Port Rowan Branch

The next Meeting June 25, 2025, at 4:45pm at Neal Memorial United Church, Port Rowan

9. Correspondence

K. Earls, Chair shared correspondence acknowledging the value of library staff and library programs.

10. Other Business

10.1 Four Year Cycle

K. Earls, Chair, spoke to the four-year board cycle. As the Board enters its fourth year, there are aspects that the board must review and put in place, including the Board Transition and Succession Planning.

10.2 Pay Equity Update

K. Earls, Chair, confirmed that initial meetings have begun with Ward & Uptigrove Human Resources Solutions.

10.3 Board Coaching and Training

K. Earls, Chair, proposed that the Board adopt a brief 10-minute coaching and training segment at the start of each monthly Board meeting.

Coaching and training segments aligns with sectors best practices and will:

- Support Consistency and Continuity
- Strengthens Onboarding
- Reinforces Governance Role
- Encourages Engagement

This commitment strengthens our governance and affirms our duty to serve the community with excellence.

11. Confirming By-Law

11.1 Confirming By-Law 2025-05-LIB

Resolution No. 11

Moved By: Councillor K. Huffman
Seconded By: Councillor Tom Masschaele

THAT By-law 2025-05LIB 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 May 2025 be approved.

Carried.

12. Adjournment

Resolution No. 12

Moved By: Carolyn Nordheimer
Seconded By: Sue Defreyne

THAT the meeting adjourns at 5:55 p.m.

Carried.

Chair: Kimberly Earls

CEO: Julie Kent