

Norfolk County Public Library Board Minutes

June 23, 2025

4:45 p.m.

Port Rowan Branch

1034 Bay Street, Port Rowan ON

Present: Paula Duarte, Kimberly Earls, Councillor Kim Huffman, Councillor Tom Masschaele, Carolyn Nordheimer

**Absent with
Regrets:** Sue Defreyne, Alida Grohs, Lisa Marr, Mayor Amy Martin

Also Present: Richard Anderson, Manager, Facilities and Operations, Julie Kent, CEO, Kate Palmer, Administrative Coordinator, Recorder

1. Call to Order

Board Chair, Kimberly Earls, called the meeting to order at 4:48 p.m.

K. Earls welcomed newly appointed Board Trustee Paula Duarte to the Board.

2. Approval of Agenda

Resolution No. 1

Moved By: Carolyn Nordheimer

Seconded By: Councillor Tom Masschaele

THAT the agenda be approved as presented.

Carried.

3. Pecuniary/Conflict of Interest Declarations

None.

4. Minutes, Receipt, and Approval of

4.1 Minutes, Receipt, and Approval of May 28, 2025

Resolution No. 2

Moved By: Councillor K. Huffman

Seconded By: Carolyn Nordheimer

THAT the NCPL Board adopts the Minutes of the May 28, 2025, Board meeting as presented.

Carried.

5. Business Arising from Previous Meeting

None.

6. Reports

6.1 Staff Training and Development Report #25-06-01

J. Kent, CEO, spoke to the Staff Training and Development Report and addressed any questions.

6.1.1 Staff Introduction and Ontario Library Association 2025 Super Conference Presentation

J. Kent, CEO, introduced Richard Anderson, Manager, Operations and Facilities

Richard Anderson, Manager, Operations and Facilities, spoke to the Ontario Library Association 2025 Super Conference presentation and addressed any questions.

6.2 Operations Monitoring Report May 2025 #25-06-02

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

Resolution No. 3

Moved By: Councillor Tom Masschaele

Seconded By: Councillor K. Huffman

AT NCPL Operations Monitoring - Month of May 2025 Report #25-06-02 be received for information;

AND THAT the Library Board approve the report as presented.

Carried.

6.3 2024-2028 Strategic Plan Update January 2024 to May 2025 Report #25-06-03

J. Kent, CEO, spoke to the 2024-2028 Strategic Plan Update from January 2024 to May 2025 Report and addressed any questions.

Resolution No. 4

Moved By: Carolyn Nordheimer

Seconded By: Paula Duarte

THAT NCPL 2024-2028 Strategic Plan Update from January 2024 to May 2025 Report #25-06-03 be received for information.

Carried.

6.4 Library Trustee Semi-Annual Meeting Report #25-06-04

C. Nordheimer, Board Trustee spoke to the Library Trustee Semi-Annual Meeting report and addressed any questions.

Resolution No. 5

Moved By: Councillor K. Huffman

Seconded By: Councillor Tom Masschaele

THAT NCPL Library Trustee Semi-Annual Meeting Report #25-06-04 be received for information.

Carried.

7. Committee Reports

7.1 Facilities and Planning Committee and Finance Committee

7.1.1 Capital Budget Update 10-Year Planning #25-06-05

J. Kent, CEO, spoke to the Capital Budget Update - 10 Year Planning Report and addressed any questions.

Resolution No. 6

Moved By: Councillor K. Huffman

Seconded By: Paula Duarte

THAT NCPL Capital Budget Update 10-Year Report #25-06-05 be received for information;

AND THAT NCPL Capital Budget Update 10-Year Report #25-06-05 regarding the proposed options to include in NCPL's 10-year Capital Projects be approved in principle.

Carried.

7.1.2 Draft Long-Term Master Facilities and Service Plan #25-06-06

J. Kent, CEO, spoke to the Draft Long-Term Master Facilities and Service Plan Report and addressed any questions.

In 2026, NCPL will revisit the Draft Long-Term Master Facilities and Service Plan Report to determine if retaining a consulting firm to develop a comprehensive Facilities and Services Master Plan that is aligned with Norfolk County's and Norfolk County Public Library's corporate facility planning efforts is required.

Resolution No. 7

Moved By: Carolyn Nordheimer

Seconded By: Councillor K. Huffman

THAT NCPL Draft Long-Term Master Facilities and Service Plan Report #25-06-06 be received for information;

AND THAT Draft Long-Term Master Facilities and Service Plan Report #25-06-06 be approved in principle.

Carried.

8. Other Business

None.

9. Next Meetings

9.1 August 27, 2025, Large Meeting Room Simcoe Branch

The Board meeting in Port Rowan at the Neal Memorial Church on Wednesday, October 22, 2025, has been changed to the Port Rowan Branch on Monday, October 20, 2025.

10. Correspondence

None.

11. Confirming By-Law

11.1 Confirming By-Law 2025-06-LIB

Resolution No. 8

Moved By: Carolyn Nordheimer

Seconded By: Councillor Tom Masschaele

THAT By-law 2025-06LIB being a By-law to confirm the proceedings of the Norfolk County Library Board at this Regular Board Meeting held on the 23rd day of June 2025 be approved.

Carried.

12. Adjournment

Resolution No. 9

Moved By: Paula Duarte

Seconded By: Carolyn Nordheimer

THAT the meeting adjourns at 5:46 p.m.

Carried.

Chair: Kimberly Earls

CEO: Julie Kent