

## Norfolk County Public Library Board Minutes

**August 27, 2025**

**4:45 p.m.**

**Delhi Branch - Kozub Meeting Room - 192 Main Street of Delhi**

**192 Main Street of Delhi**

**Delhi, ON**

**Present:** Sue Defreyne, Paula Duarte, Kimberly Earls, Alida Grohs, Councillor K. Huffman, Lisa Marr, Councillor Tom Masschaele

**Absent with  
Regrets:** Mayor Amy Martin, Carolyn Nordheimer

**Also Present:** Amy Fanning, Deputy Treasurer, Ryan Fess, Senior Financial Analyst, Julie Kent, CEO, Kate Palmer, Administrative Coordinator, Recorder

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### **1. Call to Order**

Board Chair, Kimberly Earls, called the meeting to order at 4:41 p.m.

Kimberly Earls welcomed an introduced Norfolk County staff Amy Fanning, Deputy Treasurer who will be presenting the 2024 Audited financial Statements and Ryan Fess, Senior Financial Analyst.

### **2. Approval of Agenda**

#### **Resolution No. 1**

**Moved By:** Councillor Tom Masschaele

**Seconded By:** Sue Defreyne

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 June 23, 2025**

**Resolution No. 2**

**Moved By:** Councillor K. Huffman

**Seconded By:** Lisa Marr

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

**Carried.**

**5. Business Arising from Previous Meeting**

J. Kent, CEO noted that the Library Trustee Semi-Annual Meeting Report #25-06-04 presented at the June 23, 2025, Board meeting stated that most libraries that participated in the meeting do not have a by-law endorsing the formation of a public library.

The Public Libraries Act (PLA) mandates that a public library must be established by a municipal by-law and operated under the management of a public library board.

**6. Reports**

**6.1 2024 Audited Financial Statements #25-08-01**

Amy Fanning, Deputy Treasurer, presented the 2024 Audited Financial Statements that was completed by Millard's Chartered Professional Accountants and responded to questions.

S. Defreyne, Board Trustee, asked if the annual Audited Financial Statement can be shared for information with the library CEO and Board in

the month prior to the County Finance presentation to the City Council to provide the Board with time to review and ask questions. Amy Fanning will determine if this is possible going forward.

**Resolution No. 3**

**Moved By:** Sue Defreyne

**Seconded By:** Councillor Tom Masschaele

THAT NCPL 2024 Audited Financial Statements Report #25-08-01 be received for information;

AND THAT the NCPL Board requests that the annual Audited Financial Statement be shared for information with the library CEO and Board in the month prior to the County Finance presentation to the City Council to provide the Board with time to review and ask questions.

**Carried.**

**6.2 Library Reserve Account 2024 NCPL Operating Surplus Report #25-08-02**

J. Kent, CEO spoke to the Library Reserve Account 2024 NCPL Operating Surplus Report and addressed any questions.

In 2024, NCPL ended the year with a surplus of \$84,370, or 2.7% of the operating budget and is considered in a reasonable range. The largest driver of the surplus was a positive variance in salaries and benefits, which is associated with staff turnover, vacancies and leaves.

**Resolution No. 4**

**Moved By:** Alida Grohs

**Seconded By:** Paula Duarte

THAT NCPL Library Reserve Account 2024 NCPL Operating Surplus Report #25-06-02 be received for information;

AND THAT the NCPL Board approves that the 2024 operating surplus of \$84,370 be transferred to the County Library Reserve Account as per the Library Reserve Account Policy #GOV-11.

**Carried.**

**6.3 2026 Donation Reserve Use Report #25-08-03**

J. Kent, CEO spoke to the 2026 Donation Reserve Use Report and addressed any questions.

**Resolution No. 5**

**Moved By:** Councillor K. Huffman

**Seconded By:** Councillor Tom Masschaele

THAT NCPL 2026 Donation Reserve Use Report #25-08-03 be received for information;

AND THAT the NCPL Board approves the use of up to \$80,000 from the Library's Donation Reserve to address unplanned needs for resources, furnishings, and accessories arising in 2026 that were not identified during budget deliberations;

AND THAT while this request seeks to make the funds available, any expenditures from the \$80,000 will require Library Board approval prior to commitment.

**Carried.**

**6.4 10-Year 2026-2035 Capital Budget Estimate Report #25-08-04**

J. Kent, CEO spoke to the 10-Year 2026-2035 Capital Budget Estimate Report and addressed any questions.

Discussion ensued regarding the capital budget estimate. The Board directed the CEO to provide additional detail on the 10-Year 2026-2035 Capital Budget Estimate to be presented at a Special Meeting prior to September 24, 2025, Board meeting.

**Resolution No. 6**

**Moved By:** Sue Defreyne

**Seconded By:** Lisa Marr

THAT NCPL 10-Year 2026-2035 Capital Budget Estimate Report #25-08-04 be received for information.

**Carried.**

**6.5 2026 Preliminary Operating Levy Budget Estimate Report #25-08-05**

J. Kent, CEO spoke to the 2026 Preliminary Operating Levy Budget Estimate Report and addressed any questions.

**Resolution No. 7**

**Moved By:** Lisa Marr

**Seconded By:** Councillor K. Huffman

THAT NCPL 2026 Preliminary Operating Levy Budget Estimate Report #25-08-05 be received for information.

**Carried.**

**6.6 Safety and Security Year Over Year May 2025 Report #25-08-06**

J. Kent, CEO spoke to the Safety and Security Year Over Year May 2025 Report and addressed any questions.

**Resolution No. 8**

**Moved By:** Alida Grohs

**Seconded By:** Sue Defreyne

THAT NCPL Safety and Security Year over Year May 2025 report #25-08-06 be received for information.

**Carried.**

**6.7 Operations Monitoring Report June 2025 #25-08-07**

J. Kent, CEO spoke to the Operations Monitoring for the month of June 2025 Report and addressed any questions.

**Resolution No. 9**

**Moved By:** Sue Defreyne

**Seconded By:** Lisa Marr

THAT NCPL Operations Monitoring - Month of June 2025 Report #25-08-07 be received for information;

AND THAT the Library Board approves Report #25-08-07 as presented.

**Carried.**

#### **6.8 Operations Monitoring Report July 2025 #25-08-08**

J. Kent, CEO spoke to the Operations Monitoring for the month of July 2025 Report and addressed any questions.

##### **Resolution No. 10**

**Moved By:** Councillor Tom Masschaele

**Seconded By:** Lisa Marr

THAT NCPL Operations Monitoring - Month of July 2025 Report #25-08-08 be received for information;

AND THAT the Library Board approves Report #25-08-08 as presented.

**Carried.**

### **7. Other Business**

#### **7.1 Committee Appointments**

Under the Public Libraries Act, the NCPL Board establishes committees to support its governance responsibilities in key areas such as strategic planning, facilities, policy, finance, and human resources. Board Committees ensure accountability, strengthen oversight, and align Board decisions with legislative requirements, municipal processes, and the library's strategic priorities.

Paula Duarte volunteered to be on the Policy Development and Review Committee and Alida Grohs volunteered to be on the Strategic Planning Committee.

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

**Moved By:** Sue Defreyne

**Seconded By:** Councillor Tom Masschaele

THAT the following Board Trustee be appointed to the following Board Committees:

**Policy Development and Review:**

Paula Duarte

**Strategic Planning:**

Alida Grohs

**Carried.**

**8. Next Meetings**

**8.1 September 24, 2025, Glen Bell Meeting Room, Waterford Branch**

The next Meeting - September 24, 2025, at 4:45pm in the Glen Bell Meeting Room at the Waterford Branch.

**8.2 2026 Board Meeting Locations**

Discussion ensued regarding changing the day of the Board Meetings from Wednesday to Monday due to availability and logistics available at some of the Library Branches.

It was decided to move any meetings held at the Port Rowan Branch on Wednesdays be moved to Mondays.

**9. Correspondence**

S. Defreyne, Board Trustee read a note from the Mahjongg Group thanking the library for the new table mats.

**10. Confirming By-Law**

**10.1 Confirming By-Law 2025-07-LIB**

**Resolution No. 12**

**Moved By:** Lisa Marr

**Seconded By:** Councillor K. Huffman

THAT By-law 2025-07LIB 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 August 2025 be approved.

**Carried.**

**11. Adjournment**

**Resolution No. 13**

**Moved By:** Sue Defreyne

**Seconded By:** Councillor K. Huffman

THAT the meeting adjourns at 6:18 p.m.

**Carried.**

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Chair: Kimberly Earls

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CEO: Julie Kent