

**Norfolk County Public Library Board Minutes**

**September 24, 2025**

**4:45 p.m.**

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

**Waterford**

**15 Main Street South**

**Waterford, ON**

Present: Paula Duarte, Kimberly Earls, Alida Grohs,  
Councillor Kim Huffman, Lisa Marr, Mayor Amy  
Martin, Councillor Tom Masschaele, Carolyn  
Nordheimer

Absent with Sue Defreyne, Alida Grohs, Lisa Marr  
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 4:51 p.m.

**2. Approval of Agenda**

**Resolution No. 1**

**Moved By:** Carolyn Nordheimer

**Seconded By:** Paula Duarte

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 August 27, 2025**

**Resolution No. 2**

**Moved By:** Councillor Kim Huffman

**Seconded By:** Councillor Tom Masschaele

THAT the NCPL Board adopts the Minutes of the August 27, 2025, Board meeting as presented.

**Carried.**

**4.2 Minutes, Receipt, and Approval of September 8, 2025**

**Resolution No. 3**

**Moved By:** Councillor Kim Huffman

**Seconded By:** Paula Duarte

THAT the NCPL Board adopts the Minutes of the September 8, 2025, Board meeting as presented.

**Carried.**

**5. Business Arising from Previous Meeting**

None.

**6. Reports**

**6.1 Operations Monitoring Report August 2025 #25-09-01.**

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

**Resolution No. 4**

**Moved By:** Paula Duarte

**Seconded By:** Councillor Tom Masschaele

THAT NCPL Operations Monitoring - Month of August 2025 Report #25-09-01 be received for information;

AND THAT the Library Board approves report #25-09-01 as presented.

**Carried.**

**6.2 2026 Meeting Room Report #25-09-02**

J. Kent, CEO spoke to the 2026 Meeting Room Report and addressed any questions.

**Resolution No. 5**

**Moved By:** Mayor Amy Martin

**Seconded By:** Councillor Tom Masschaele

THAT NCPL Meeting Room Report #25-09-02 be received for information;

AND THAT the NCPL Board directs the CEO to provide further information regarding the meeting space at the Delhi Kozub Community Room at the October Board meeting.

**Carried.**

**6.3 Use of Estate Donation: Delhi Branch Report #25-09-03**

J. Kent, CEO spoke to the Use of Estate Donation: Delhi Branch Report and addressed any questions.

**Resolution No. 6**

**Moved By:** Carolyn Nordheimer

**Seconded By:** Paula Duarte

THAT NCPL Use of Estate Donation: Delhi Branch Report #25-09-03 be received for information;

AND THAT the NCPL Board approves the use of the entire designated estate donation to the Delhi Branch in the 2026 budget year, in accordance with the donor's wishes.

**Carried.**

**6.4 2026 Preliminary Operating Levy Budget Estimate Report #25-09-04**

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

**Resolution No. 7**

**Moved By:** Carolyn Nordheimer

**Seconded By:** Paula Duarte

THAT NCPL 2026 Preliminary Operating Levy Budget Estimate Report #25-09-04 be received for information.

AND THAT the NCPL Board approves the 2026 Preliminary Operating Levy Budget Estimate as presented.

AND THAT the NCPL Board approves the New Business Initiatives as presented.

**Carried.**

**7. Other Business**

C. Nordheimer requested that Board members interested in attending the Ontario Library Services (OLS) Board Assembly meeting on Wednesday, November 6th from 6-8pm via zoom to contact her for registration.

J. Kent, CEO, informed the Board that the Collection Development and Technology Manager will be retiring at the end of January 2026. To date, twenty-two applications have been received for the Collection Development and Technology Manager position that will start in mid-December to allow for training by the current Collection Development and Technology Manager.

**8. Next Meetings**

**8.1 October 20, 2025, Port Rowan Branch**

The next Meeting will be on Monday, October 20, 2025, at 4:45pm in the at the Port Rowan Branch.

**9. Confirming By-Law**

**9.1 Confirming By-Law 2025-08-LIB**

**Resolution No. 8**

**Moved By:** Mayor Amy Martin

**Seconded By:** Councillor Tom Masschaele

THAT By-law 2025-08LIB being a By-law to confirm the proceedings of the Norfolk County Library Board at this Regular Board Meeting held on the 24th day of September 2025 be approved.

**Carried.**

**10. Adjournment**

**Resolution No. 9**

**Moved By:** Councillor K. Huffman

**Seconded By:** Carolyn Nordheimer

THAT the meeting adjourns at 5:53 p.m.

**Carried.**

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Chair: Kimberly Earls

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CEO: Julie Kent