

Norfolk County Public Library Board Minutes

October 20, 2025

4:45 p.m.

Port Rowan Branch

1034 Bay Street, Port Rowan ON

Present: Sue Defreyne, Paula Duarte, Kimberly Earls, Alida Grohs, Councillor Kim Huffman, Councillor Tom Masschaele, Carolyn Nordheimer

Absent with Regrets: Lisa Marr, Mayor Amy Martin

Also Present: Julie Kent, Kate Palmer

1. Call to Order

Board Chair, Kimberly Earls, called the meeting to order at 4:46 p.m.

The Board Chair informed the Board that Council has appointed a Board Trustee to the Library Board, and the name of the appointed Trustee will be shared once it is officially confirmed.

2. Approval of Agenda

Resolution No. 1

Moved By: Carolyn Nordheimer

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 September 24, 2025

Resolution No. 2

Moved By: Paula Duarte

Seconded By: Councillor Tom Masschaele

THAT the NCPL Board adopts the Minutes of the September 24, 2025 Board meeting as presented.

Carried.

5. Business Arising from Previous Meeting

The NCPL Meeting Room Report #25-09-02 was received for information in October and the NCPL Board directed the CEO to provide further information regarding the meeting space at the Delhi Kozub Community Room to the October Board meeting. This information has been deferred to November's Board meeting.

6. Reports

6.1 Operations Monitoring Report September 2025 #25-10-01

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

Resolution No. 3

Moved By: Councillor Huffman

Seconded By: Alida Grohs

THAT NCPL Operations Monitoring - Month of September 2025 Report #25-10-01 be received for information;

AND THAT the Library Board approve the report as presented.

Carried.

6.2 2026 Cost of Living Increase #25-10-02

J. Kent, CEO spoke to the 2026 Cost of Living Increase Report and addressed any questions.

Resolution No. 4

Moved By: Carolyn Nordheimer

Seconded By: Paula Duarte

THAT NCPL2026 Cost of Living Increase Report #25-10-02 be received for information;

AND THAT the NCPL Board approves the 2026 cost of living increase of 3% for all NCPL staff effective January 1, 2026.

Carried.

7. Other Business

None.

8. Next Meetings

8.1 November 26, 2025 - Erie Beach Hotel 19 Walker St., Port Dover, ON

The next meeting is November 26, 2025, at 4:45pm at Erie Beach Hotel, 19 Walker St, Port Dover, ON. This date may change to ensure everyone can attend.

9. Correspondence

None.

10. Confirming By-Law

10.1 Confirming By-Law 2025-09-LIB

Resolution No. 5

Moved By: Carolyn Nordheimer

Seconded By: Councillor Tom Masschaele

THAT By-law 2025-09LIB being a By-law to confirm the proceedings of the Norfolk County Library Board at this Regular Board Meeting held on the 20th day of October 2025 be approved.

Carried.

11. Adjournment

Resolution No. 6

Moved By: Carolyn Nordheimer

Seconded By: Paula Duarte

THAT the meeting adjourns at 5:17 p.m.

Carried.

Chair: Kimerly Earls

CEO: Julie Kent