

Norfolk County Public Library Board Minutes

February 25, 2026

4:45 p.m.

Norfolk County Library, Simcoe Branch

46 Colborne St. S., Simcoe ON

Large Meeting Room - Lower Level

Present: Michelle Cochrane, Sue Defreyne, Kimberly Earls,
Alida Grohs, Councillor Kim Huffman, Lisa Marr,
Councillor Tom Masschaele, Carolyn Nordheimer

Absent with Regrets: Paula Duarte, Mayor Amy Martin

Also Present: Julie Kent, CEO, Kate Palmer, Administrative
Assistant, Recorder, Michael Cruickshank,
Collection Development and Technology Manager,
Belinda Smith, Marketing and Communications
Coordinator

1. Call to Order

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

K. Earls read a thank you note from the Knights of Columbus for the Library's support with printing their Golf Tournament poster.

K. Earls also noted that NCPL is in receipt of an Estate Donation.

2. Approval of Agenda

Resolution No. 1

Moved By: Sue Defreyne

Seconded By: Carolyn Nordheimer

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 January 28, 2026

Resolution No. 2

Moved By: Councillor Tom Masschaele

Seconded By: Councillor Huffman

THAT the NCPL Board adopts the Minutes of the January 28, 2026 Board meeting as presented.

Carried.

4.2 Confidential Minutes of the Closed Session of the Board January 26, 2026

Resolution No. 3

Moved By: Carolyn Nordheimer

Seconded By: Lisa Marr

That the minutes of the closed session meeting of the Norfolk County Public Library Board dated January 28, 2026 be approved as presented.

Carried.

5. Business Arising from Previous Meeting

None.

5.1 Meeting Rooms Update

The Finance Committee and the Facilities Committed will be meeting March 16, 2026 and the Committees will provide a report to the Board at the April 22, 2026 Board meeting.

Resolution No. 4

Moved By: Carolyn Nordheimer

Seconded By: Sue Defreyne

THAT the Finance Committee and the Facilities Committee provides a report to the Board at the April 22, 2026 Board meeting.

Carried.

6. Presentations

6.1 NCPL New Website

Belinda Smith, Marketing and Communications Coordinator presented the NCPL New Website to the Board and addressed any questions.

7. Reports

7.1 Operations Monitoring Report January 2026 #26-02-01

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

Resolution No. 5

Moved By: Sue Defreyne

Seconded By: Lisa Marr

THAT the NCPL Board Report Operations Monitoring January 2026 #26-02-01 be received for information.

Carried.

7.2 Meeting Room Review Report #26-02-02

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

Resolution No. 6

Moved By: Councillor Tom Masschaele

Seconded By: Alida Grohs

THAT NCPL Board Report Meeting Room Review #26-02-02 be received for information.

Carried.

7.3 Safety and Security Report February 2026 #26-02-03

J. Kent, CEO spoke to the Safety and Security Report and addressed any questions.

Resolution No. 7

Moved By: Sue Defreyne

Seconded By: Lisa Marr

THAT NCPL Board Report Safety and Security #26-02-03 be received for information.

Carried.

7.4 Friends of the Library Simcoe Branch Chapter 26-02-04

J. Kent, CEO spoke to the Friends of the Library Simcoe Branch Report and addressed any questions.

Resolution No. 8

Moved By: Carolyn Nordheimer

Seconded By: Alida Grohs

THAT NCPL Board Report Friends of the Library Simcoe Branch #26-02-04 be received for information.

Carried.

8. Policy

8.1 Policy Development and Review Committee Report #26-02-05

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

8.2 GOV-05 Policy Development Policy

Resolution No. 9

Moved By: Carolyn Nordheimer

Seconded By: Sue Defreyne

THAT GOV-05 - Policy Development Policy be approved as presented.

Carried.

8.3 OP-06 - Adult Programming Policy

Resolution No. 10

Moved By: Carolyn Nordheimer

Seconded By: Councillor Tom Masschaele

THAT OP-06 - Adult Programming Policy be approved as presented.

Carried.

8.4 OP-12 - Circulation Policy

Resolution No. 11

Moved By: Carolyn Nordheimer

Seconded By: Sue Defreyne

THAT OP-12 - Circulation Policy be approved as presented.

Carried.

8.5 OP-20 - Home Service Policy

Resolution No. 12

Moved By: Carolyn Nordheimer

Seconded By: Councillor Huffman

THAT OP-20 - Home Service Policy be approved as presented.

Carried.

9. Other Business

None.

10. Next Meetings

10.1 March 25, 2026 Large Meeting Room, Simcoe Branch

The next meeting is March 25, 2026 at 4:45 p.m. at the Large Meeting Room, Simcoe Branch.

The Board meeting scheduled for October 26th meeting is Elections Day and has been rescheduled to Monday, October 19, 2026.

11. Correspondence

None.

12. Confirming By-Law

12.1 Confirming By-Law 2026-02-LIB

Resolution No. 13

Moved By: Carolyn Nordheimer

Seconded By: Councillor Huffman

THAT By-law 2026-02LIB being a By-law to confirm the proceedings of the Norfolk County Library Board at this Regular Board Meeting held on the 25th day of February 2026 be approved.

Carried.

13. Adjournment

Resolution No. 14

Moved By: Councillor Tom Masschaele

Seconded By: Sue Defreyne

THAT the meeting adjourns at 5:59 p.m.

Carried.

Chair: Kimberly Earls

CEO: Julie Kent