



## Library Board Meeting

### MINUTES

September 4, 2025 at 6:30 p.m.

*Conducted in-person at WSPL, 2 Park Drive, Stouffville, ON.*

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Present: Sandra Liaros, Margaret Wallace – CEO, Carol Hughes, Colin Whitebread, Dina Simon,  
Councillor Maurice Smith, David Parmer, Councillor Hugo Kroon, Rocco Priore  
Regrets: Nadine Williams  
Staff: Marcia Friginette, Kate Scheiers, Jennifer Onlock

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1. **CALL TO ORDER:**

The Chair welcomed Board Members and called the meeting to order at 6:32 p.m.

**LAND ACKNOWLEDGEMENT:**

Board member, Colin Whitebread, recited the formal Land Acknowledgement which recognizes that the work of the Library and its community partners takes place on traditional Indigenous territories.

2. **INTRODUCTION OF ADDENDUM ITEMS**

There were no additions to the agenda.

3. **ADOPTION OF AGENDA**

**MOTION - #025-052**

Moved by Dina Simon, seconded by Rocco Priore

THAT the Library Board adopt the Agenda of September 4, 2025.

CARRIED.

4. **ERRORS & OMISSIONS:**

There were no matters arising from the Minutes of the previous Board meeting.

**MOTION - #025-053**

Moved by Councillor Hugo Kroon, seconded by Colin Whitebread

THAT the minutes of the June 12, 2025 Regular Board Meeting and the June 17, 2025 Special Board Meeting be approved.

CARRIED.

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**5. MATTERS ARISING FROM PREVIOUS MEETING**

Board Chair Sandra Liaros updated the Board regarding email setup; the CEO will check with Town IT to investigate if redirecting messages is feasible.

**6. PRESENTATIONS**

**6.1 Library eNewsletter**

Babin Sakthithasan, Coordinator of Marketing & Communications, and Kate Scheiers, Manager of Programs & Community Engagement, provided a presentation to the Board on the new eNewsletter that is launching this month, along with the retirement of the printed program guide.

**6.2 Summer Library Snapshot**

Brian Lavery, Coordinator of Service Delivery and Marcia Friginette, Manager of Library Service, provided a presentation on highlights from summer programs and services at the Library.

**7. COUNCIL CONNECTS**

Councillor Kroon reviewed that the first Council meeting of the Fall took place yesterday, and highlighted a few items discussed.

**8. COMMITTEE REPORTS**

**8.1 Fundraising Sub-Committee**

The Board entered some conversation on the ideas brainstormed for the next Stouffville Reads. This was followed by some discussion on the future of the next Stouffville Reads event and other possible fundraising initiatives for sub-committee consideration.

**MOTION - #025-054**

Moved by Dina Simon, seconded by David Parmer

THAT the Fundraising Sub-Committee notes of July 3, 2025 be received for information. CARRIED.

**8.2 HR Sub-Committee**

Member of the HR Sub-Committee Carol Hughes brought forward several motions for Board consideration.

**MOTION - #025-055**

Moved by Councillor Hugo Kroon, seconded by Carol Hughes

THAT the HR Sub-Committee notes of August 12, 2025 be received for information. CARRIED.

**MOTION - #025-056**

Moved by Carol Hughes, seconded by Councillor Maurice Smith

THAT John Relph be removed from the membership of the HR Sub-Committee as he is no longer a member of the Library Board. CARRIED.

**MOTION - #025-057**

Moved by Carol Hughes, seconded by David Parmer

THAT the CEO update the Board Committees policy to include the Vice-Chair in the membership of the HR Sub-Committee, and bring the updated policy back to the October Board meeting for review and approval. CARRIED.

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**MOTION - #025-058**

Moved by Carol Hughes, seconded by Colin Whitebread

THAT the CEO update HR02 – Staff Selection and Assignment Policy to exclude the hiring of Board and Senior Management family members. CARRIED.

**9. NEW BUSINESS**

**9.1 Orange Shirt Day**

David Parmer spoke to the Board on Orange Shirt Day, September 30, 2025 and is National Day of Truth and Reconciliation. There are many educational materials available online.

**9.2 Every Child Matters**

David Parmer spoke to the Board on the "Every Child Matters" campaign, 2025. On Monday September 29<sup>th</sup>, the "Every Child Matters" flag will be raised. The Board is invited to attend the flag raising at 4:00 p.m.

**9.3 CEO-014-25 Ontario Public Library Week and Canada Library Month 2025**

**MOTION - #025-059**

Moved by Carol Hughes, seconded by Colin Whitebread

THAT report CEO-014-25 Ontario Public Library Week & Canada Library Month 2025 be received for information. CARRIED.

**9.4 CEO-013-25 Library Q2 Statistics**

**MOTION - #025-060**

Moved by Rocco Priore, seconded by Dina Simon

THAT report CEO-013-25 Library Q2 Statistics be received for information. CARRIED.

**9.5 Library Q2 Operating Budget: Actuals vs Budget**

**MOTION - #025-061**

Moved by Councillor Maurice Smith, seconded by Councillor Hugo Kroon

THAT Library Q2 Operating Budget: Actuals vs Budget, be received for information. CARRIED.

**9.6 Recognition**

David Parmer presented a Recognition from the Mayor for Board member Colin Whitebread, on his creation of a new mural in Stouffville.

*The Town of Whitchurch-Stouffville proudly recognizes Colin Whitebread for your outstanding artistry in creating a beautiful and meaningful mural for the entire community to admire and enjoy. Through your vision, dedication, and talent, you have enriched our cultural landscape, strengthened our community spirit, and created a lasting legacy in the heart of our town.*

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10. **ROUND TABLE DISCUSSION**

11. **NEXT MEETING:** October 2, 2025 at 6:30 p.m.

12. **ADJOURNMENT**

**MOTION - #025-062**

Moved by Councillor Hugo Kroon, seconded by Dina Simon  
THAT the Library Board meeting be adjourned at 8:06 p.m.

CARRIED.

Signed:  Date: Oct 8/2025  
Sandra Liaros, Library Board Chair