



Kenora Public Library Board – Minutes

Date: Wednesday, Feb. 28, 2024

Time: 4:45 p.m.

Location: Kenora Public Library

Present: M. Poirier, B. Manson, R. McMillan, S. Stasyna, C. Alcock

Attending Virtually: T. Fullmer, C. Marginet

Absent/Regrets: A. Smith, J. Hansen, C. Moorley, E. Kaldeway

Call to Order at 4:52 p.m.

Welcome to new board member Sophie Stasyna

Respect and Acknowledgment Declaration – read by Marjorie Poirier

Declaration of Pecuniary Interest – None declared.

Approval of Consent Agenda

#001-2024 moved by C. Marginet, seconded by B. Manson that the following agenda be approved:

- 1) Agenda for tonight's meeting
- 2) Minutes of the meeting held on Wednesday, Nov. 22, 2023 at 4:45 p.m. including any closed meeting minutes
- 3) CEO Report to Feb. 20, 2024, and statistical reports for November/December 2023

Business Arising out of the Consent Agenda (Minutes, CEO Report)

OLBA Cut to the Chase – defer until more board members are present and we can have a proper training session.

VOLT – Valuing Ontario Libraries Toolkit is a newly released toolkit that can be used to help libraries measure and demonstrate their value and impact within their unique communities. This will be completed when the annual statistics are compiled.

March Break Children's Activities – during March Break there are many opportunities for children to attend planned events as well as passive programming.

Indigenous Library Membership Initiative – due to contracts and service agreements with vendors for our eResources we are not able to move forward with this initiative currently. Various library organizations continue to lobby the Ministry of Tourism Culture and Sport for funding to provide equitable eResources for all Ontario libraries.

#002-2024 moved by B.Manson, seconded by S. Stasyna that the following correspondence be received:

- 1) The Honourable Neil Lumsden, Minister of Tourism, Culture and Sport to Crystal Alcock – Public Library Operating, Pay Equity, and First Nation Salary Supplement Grants for the 2023-24 Fiscal Year
- 2) Jim Lockhart to Kenora Public Library – Phyllis Lockhart - Bequest

#003-2024 moved by R. McMillan, seconded by C. Marginet that the following financial reports be received:

- 1) YTD Budget vs. Actual
- 2) TD Mutual Fund Statement Oct. 1-Dec. 31, 2023.

#004-2024 moved by T. Fullmer, seconded by B. Manson that the 2024 Operating Budget be approved.

Rory wanted to acknowledge the work of the Board and staff for preparing and presenting the budget, and also City Council for their continued support in bring library service to the community.

#005-2024 moved by C. Marginet, seconded by T. Fullmer that the following policies be adopted as amended:

- FOU-01 Vision, Mission, Values, Goals
- GOV-02 Board Orientation Training and Evaluation
- GOV-03 Policy Development
- GOV-04 Planning
- GOV-05 Board Advocacy
- GOV-07 Financial Control Oversight
- GOV-09 CEO Succession Planning

#006-2024 moved by R. McMillan, seconded by S. Stasyna that the following policies be adopted:

BL-01 By-laws
GOV-01 Purpose and Duties of the Board
GOV-06 Board Succession Planning

#007-2024 moved by B. Manson, seconded by C. Marginet that the following policies be repealed:

GOV-01-02 Governance Process
GOV-01-05 Board Meetings
GOV-01-06 Officers of the Board
GOV-01-11 Board Code of Conduct
GOV-01-07 Committees of the Board
GOV-01-04 Board Membership
GOV-01-03 Executive Limitations

#008-2024 moved by R. McMillan, seconded by B. Manson that the meeting moves to a closed session at 5:15 p.m. to discuss the following:

1) Personal matter about identifiable individuals (two items)

#009-2024 moved by B. Manson, seconded by S. Stasyna that the meeting moves out of closed session at 5:45 p.m.

#010-2024 moved by M. Poirier, seconded by B. Manson that the Kenora Public Library declares a seat vacant under Section 13 of the Ontario Public Library Act and will notify the appointing council accordingly.

#011-2024 moved by R. McMillan and seconded by T. Fullmer that the Kenora Public Library Board extend our sincere gratitude to Maureen Wasacase for her unwavering dedication and invaluable contributions throughout her tenure as a board member. Her commitment has significantly enriched our organization and played a pivotal role in our success. Thank you for your exemplary service and leadership.

#012-2024 moved by B. Manson, seconded by S. Stasyna that due to the recent vacancy of the Chair position, the Board appoint Marj Poirier as Board Chair effective immediately, in accordance with Policy BL-01 By-laws.

#013-2024 motion deferred until the next meeting.

#014-2024 moved by T. Fullmer, seconded by R. McMillan that upon successful completion of the CEO Evaluation Process, Crystal Alcock, CEO, will advance placement on the Library Services Salary Schedule, effective January 1, 2024. The Board Chair will notify the City of Kenora HR Department for implementation.

Other

Strategic Plan update – staff are currently reviewing the Strategic Plan, analyzing data, and planning work, that aligns with our organizational goals.

Ontario Library Association Super Conference Update – Marj provided a brief update on the 2024 OLA Super Conference Board Boot Camp. Marj chaired the AGM and reviewed the work that took place in the previous year. Marj and Caroline Goulding, CEO Dryden, presented an engaging workshop and the afternoon was spent listening to guest speakers. Planning will begin soon for next years conference and the focus will be on upcoming elections.

Co-op Student – we currently have a student, Tommy, who is completing a school co-op placement with us from Bimose High School. He is an avid reader and excited to be working as part of the library team until the end of the school year.

#015-2024 moved by R. McMillan that the meeting adjourn at 6:11 p.m.