



Kenora Public Library Board – Minutes

Date: Wednesday, Nov. 22, 2023

Time: 4:45 p.m.

Location: Kenora Public Library

Present: M. Poirier, T. Fullmer, J. Hansen, C. Alcock

Attending Virtually: R. McMillan, C. Moorley, E. Kaldeway

Absent/Regrets: B. Manson, M. Wasacase, K. Van Belleghem, C. Marginet, A. Smith

Respect and Acknowledgment Declaration – read by Marjorie Poirier

Declaration of Pecuniary Interest – None declared.

Approval of Consent Agenda

#064-2023 moved by J. Hansen, seconded by T. Fullmer that the following agenda be approved:

- 1) Agenda for tonight's meeting
- 2) Minutes of the meeting held on Wednesday, Oct. 25, 2023 at 4:45 p.m. including any closed meeting minutes
- 3) CEO Report to Nov. 15, 2023, and statistical reports for October 2023

Additions to the Agenda:

Other – Indigenous Library Membership initiative

OLBA Cut to the Chase – deferred to next meeting

#065-2023 moved by R. McMillan

, seconded by E. Kaldeway that the following financial reports be received:

- 1) YTD Budget vs. Actual
- 2) TD Mutual Fund Statement July 1-Sept. 30, 2023

Marj Poirier presented the 2023 Draft Operating Budget Request to Council on Oct. 24, 2023.

#066-2023 moved by C. Moorley, seconded by E. Kaldeway that the following policies be repealed:

- HS-05-02 Emergency Preparedness Policy
- HS-05-04 Bad Weather and Emergency Closings
- HS-05-06 Bed Bugs
- HS-05-07 Working Alone
- HS-05-08 Mandatory Use of Mask or Face Covering
- HS-05-02-13 Business Continuity Plan

#067-2023 moved by J. Hansen, seconded by C. Moorley that the following policies be adopted:

- HS-05-02 Safety, Security, and Emergencies in the Library-NEW
- HS-05-02-01 Health and Safety Emergency Phone #'s-NEW
- HS-05-02-02 Emergency Evacuation Procedure-NEW
- HS-05-02-12 Bed Bug Procedure-NEW
- HS-05-02-14 Weapon Procedure-NEW
- HS-05-02-15 Emergency Closure Procedure-NEW
- HS-05-02-16 Working Alone Procedure-NEW

#068-2023 moved by E. Kaldeway, seconded by R. McMillan that the following policies be adopted as amended:

- HS-05-01 Health and Safety Program
- HS-05-02-03 Media Communications Procedure
- HS-05-02-04 Alarm Procedure
- HS-05-02-05 Critical Injury or Death Procedure
- HS-05-02-06 Fire Procedure
- HS-05-02-07 Natural Gas Leak Procedure
- HS-05-02-08 Power Outage Procedure
- HS-05-02-09 Missing Person Procedure
- HS-05-02-10 Suspicious Packages Procedure
- HS-05-02-11 Bomb Threat Procedure
- HS-05-02-13 Water or Flood Emergency Procedure

#069-2023 moved by T. Fullmer, seconded by R. McMillan that the Kenora Public Library Board approve the updated 2023 Student Salary Grid effective Oct. 1, 2023.

Other –

Indigenous Library Membership initiative – Crystal is working with Ontario Library Service to determine ways we can offer a free membership to Indigenous library patrons.

Ontario Library Association/Ontario Library Service updates – Marj provided the following update for Ontario Library Association:

- Michelle Arbuckle is the new CEO
- Marj will be attending Library Days at Queen's Park and met with various Ministries regarding Ontario Public Library Initiatives
- The Forest of Reading titles have been announced
- Planning is underway for OLA Super Conference Boot Camp
- A letter was sent to Ontario School Boards affirming the OLA's position on the trend of School Boards banning and restricting books

#070-2023 moved by C. Moorley, seconded by R. McMillan that the meeting adjourn at 5:30 p.m.