



Kenora Public Library Board – Minutes

Date: Wednesday, May 27, 2026
Time: 4:45 p.m.
Location: Kenora Public Library & Microsoft Teams

Attending In Person: M. Poirier, C. Marginet, E. Kaldeway, R. McMillan, B. Manson, C. Alcock

Attending Virtually: T. Fullmer, S. Stasyna, J. Williams

Absent/Regrets: C. Moorley, A. Smith

Call to Order at 4:49 p.m.

Respect and Acknowledgment Declaration

Declaration of Pecuniary Interest – None declared.

Welcome

Approval of Consent Agenda

#026-2026 moved by R. McMillan, second by E. Kaldeway, that the following consent agenda be approved:

- 1) Agenda for tonight's meeting
- 2) Minutes of the meeting held on Wednesday, Apr. 26, 2026
- 3) CEO Report to May 20, 2026, and statistical reports for April 2026.

Amendments to the agenda:

- 1) Add closed session after policies
- 2) Add Community Safety & Wellbeing Open House as item #4 in Other.

#027-2026 moved by C. Marginet, second by E. Kaldeway that the following financial reports be received:

- 1) YTD Budget vs. Actual
- 2) TD Mutual Fund Statement Jan. 1, 2026-March 31, 2026

#028-2026 moved by R. McMillan, second by C. Marginet that the following reports be received:

- 1) 2025 Kenora Public Library Impact Report
- 2) Strengthening Libraries in Northwestern Ontario/2026 Advocacy Campaign Primer



#029-2026 moved by B. Manson, second by J. Williams that the following correspondence be received:

- 1) Kenora and Lake of the Woods Regional Community Foundation to Crystal Alcock – re: Agency Fund and Donor Designated Fund annual disbursement
 - a. Kenora Public Library Agency Fund disbursement - \$6,950
 - b. Donor Designated Fund disbursement - \$3,280

#030-2026 moved by S. Stasyna, second by T. Fullmer that the following plan and policies be approved as amended:

- Business Continuity Plan 2026
- HR-07 Prevention of Workplace Harassment and Discrimination
- HR-08 Prevention of Workplace Violence
- OP-09 Internet Services

#031-2026 moved by B. Manson, second by E. Kaldeway that the meeting moves to closed session at 5:10 p.m. to discuss the following:

- 1) Personal matters about an identifiable individual

#032-2026 moved by E. Kaldeway, second by T. Fullmer that the meeting move out of closed session at 5:56 p.m.

#033-2026 moved by E. Kaldeway, second by B. Manson that the Kenora Public Library Board approves a 2% economic adjustment to the Library Services Schedule, effective Jan. 1, 2026. In addition, after successful completion of the CEO evaluation process, Crystal Alcock, CEO, will advance placement to Step 5 on the Library Services Salary Schedule, effective January 1, 2026. The Board Chair will notify the City of Kenora HR Department for implementation.

Other

- 1) Canada Summer Jobs 2026 – we will not be able to use this funding for students in 2026 and therefore will need to cancel the agreement.
- 2) Crime Prevention Through Environmental Design – NET Review – staff are making headway with discarding items in preparation for exploring ways to lower shelving and/or change the orientation to provide better sightlines.
- 3) Kenora EarlyON – has been open a few mornings a week when staffing allows.
- 4) Community Safety & Wellbeing Open House – will be held on June 10, 2026, at the library from 6-8 p.m.

#034-2026 moved by R. McMillan that the meeting adjourns at 6:06 p.m.