



## **Kenora Public Library Board – Minutes**

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Date: Wednesday, May 20, 2025  
Time: 4:45 p.m.  
Location: Kenora Public Library and Virtual - Zoom

Attending In Person: M. Poirier, R. McMillan, E. Kaldeway, R. Marsh, A Kasprick, L. Polischuk, C. Alcock

Attending Virtually: T. Fullmer, C. Moorley, C. Marginet

Absent/Regrets: B. Manson, J. Hansen, A. Smith, S. Stasyna

### **Call to Order at 4:45 p.m.**

**Respect and Acknowledgment Declaration** – read by M.Poirier

**Declaration of Pecuniary Interest** – None declared.

### **Welcome**

### **Approval of Consent Agenda**

**#024-2025** moved by R. McMillan, seconded by E. Kaldeway that the following consent agenda be approved:

- 1) Agenda for tonight's meeting
- 2) Minutes of the meeting held Wednesday, Apr. 23, 2025, including any closed meeting minutes
- 3) CEO Report to May 15, and statistical reports for April 2025

**#025-2025** moved by E. Kaldeway, seconded by R. McMillan, that the meeting moves to closed session at 4:52 p.m. to discuss the following:

- 1) Labour Relations (two items)
  - Bargaining update – Roberta Marsh
  - Library Services Salary Schedule

**#026-2025** moved by C. Marginet, seconded by C. Moorley, that the meeting moves out of closed session at 5:14 p.m.

**#027-2025** moved by C. Moorley, seconded by T. Fullmer that the Kenora Public Library Board rescind motion **#022-2025**:

Upon successful completion of the CEO Evaluation Process, Crystal Alcock, CEO, will advance placement on the Library Services Salary Schedule and receive any approved economic adjustments effective January 1, 2025. The Board Chair will notify the City of Kenora HR Department for implementation.

**#028-2025** moved by R. McMillan, seconded by E. Kaldeway, that the Kenora Public Library Board, based on information received from the City of Kenora's approved 2025 budget, approve a 1.5% Economic Adjustment to the Library Services Salary Schedule effective March 18, 2025.

**#029-2025** moved by C. Marginet, seconded by R. McMillan, that upon successful completion of the CEO Evaluation Process, Crystal Alcock, CEO, will advance to Step 4 on the Library Services 2025 Salary schedule and receive any approved economic adjustments effective January 1, 2025. The Board Chair will notify the City of Kenora HR Department for implementation.

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

- 1) Virtual Meetings – policy confirmation BL-01 By-laws, Section 4, Types of Meetings #7.

**#030-2025** moved by C. Moorely, seconded by E. Kaldeway, that the following financial reports be received:

- 1) YTD Budget vs. Actual
- 2) TD Mutual Fund Statement Jan. 1-Apr. 30, 2025

**#031-2025** moved by R. McMillan, seconded by T. Fullmer, that the following policies be adopted:

- HS-01 Health and Safety
- HR-07 Workplace Harassment and Discrimination
- HR-08 Prevention of Workplace Violence

**#032-2025** moved by C. Moorley, seconded by C. Marginet, that the 2025 Strategic Plan Update be received.

**#033-2025** moved by C. Marginet that the meeting adjourn at 5:27 p.m.

**Next meeting date:** June 25, 2025