



## Kenora Public Library Board – Minutes

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Date: Wednesday, June 24, 2026  
Time: 4:45 p.m.  
Location: Kenora Public Library & Microsoft Teams

Attending In Person: M. Poirier, C. Marginet, R. McMillan, L. Moncrief, A. Smith, C. Alcock

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

Absent/Regrets: C. Moorley

### **Call to Order at 4:50 p.m. - Welcome to Councillor Moncrief**

### **Respect and Acknowledgment Declaration**

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

### **Approval of Consent Agenda**

**#035-2026** moved by R. McMillan, second by C. Marginet, that the following consent agenda be approved:

- 1) Agenda for tonight's meeting
- 2) Minutes of the meeting held on Wednesday, May 27, 2026
- 3) CEO Report to June 17, 2026, and statistical reports for May 2026

Amendments to the agenda:

- 1) Add KLWRCF Granting Ceremony July 10, 2026 at 7 p.m.

**#036-2026** moved by T. Fullmer, second by J. Williams that the following financial reports be received:

- 1) YTD Budget vs. Actual

**#037-2026** moved by E. Kaldeway, second by S. Stasyna that the following reports be received:

- 1) Library Board Reappointment Survey
- 2) Kenora Public Library – Board Legacy Document - 2026

**#038-2026** moved by T. Fullmer, second by J. Williams that the following correspondence be received:

- 1) M. Poirier to B. Graham – CEO Compensation – 2026
- 2) TD Investment Services to Kenora Public Library – TD Mutual Fund account closure



**#039-2026** moved by C. Marginet, second by R. McMillan that the Kenora Public Library Board directs the Chief Executive Officer (CEO) to take all necessary actions to redeem and close the TD Mutual Fund prior to the August 4, 2026 deadline, and to transfer and invest the proceeds into the Library Endowment Fund held with the Kenora and Lake of the Woods Regional Community Foundation.

**#040-2026** moved by L. Moncrief, second by E. Kaldeway that the Kenora Public Library adopt the following policies:

- 1) Human Resources Management
- 2) Milestone and Retirement (replaces Anniversary, Retirement, and Resignation HR-04-04)
- 3) Employee Conduct (replaces Employee Code of Conduct HR-04-09)

#### **Other**

- 1) Crime Prevention Through Environmental Design – NET Review – staff are actively discarding materials according to policy, and shelving placement will be assessed in the fall
- 2) Kenora EarlyON – still in the process of recruiting staff but have summer students to allow some open hours during July and August
- 3) CEO Succession Planning – Ad Hoc Committee
- 4) Kenora and Lake of the Woods Community Foundation Granting Ceremony July 10, 2026, at 7 p.m. at the Clarion

**#041-2026** moved by T. Fullmer, second by J. Williams that the Kenora Public Library Board establish an ad hoc committee for the purpose of Chief Executive Officer (CEO) succession planning, with a mandate to develop and provide recommendations to the Board regarding a succession plan, and to report back to the Board at the September 2026 Board meeting.

The CEO Succession Planning Ad Hoc Committee will be comprised of the following members:

- 1) Marj Poirier or R. McMillan
- 2) Carmen Marginet
- 3) Emily Kaldeway
- 4) City of Kenora Human Resources Representative
- 5) City of Kenora General Manager of Recreation and Culture

**#042-2026** moved by L. Moncrief that the meeting adjourns at 5:35 p.m.