

**THE THUNDER BAY PUBLIC LIBRARY BOARD
REGULAR BOARD MEETING**

Thursday, December 14, 2023 - 5:15 p.m.

Mary J.L. Black Community Hub

AGENDA

We acknowledge that the City of Thunder Bay has been built on the traditional territory of Fort William First Nation, signatory to the Robinson Superior Treaty of 1850. We also recognize the contributions made to our community by the Métis people.

1. **WELCOME AND INTRODUCTIONS**
Director of Development – Meagan Ross

2. **ADDITIONS TO THE AGENDA**

3. **DECLARATION OF CONFLICT OF INTEREST**

4. **MINUTES**

a) Regular Board Meeting –November 9, 2023, 3-6

MOTION: That the Minutes of the Regular Board Meeting held on Thursday, September 14, 2023, is adopted as amended/submitted.

5. **CONSENT ITEMS – INFORMATION**

a) Friends of TBPL minutes of meeting 7-9
b) Friends of TBPL Appreciation letter 10

MOTION: That the Correspondence and Reports be received for action and/or information.

6. **DECISION ITEMS**

- | | | |
|----|---|-------|
| a) | RFP Award for Architectural Services related to the Central Library | 11-12 |
| b) | Board HR Policies | N/A |
| c) | Library Commercial Insurance Policy | TBD |

7. **DISCUSSION/OTHER BUSINESS**

- | | | |
|----|---|-----|
| a) | Presentation from Associate Director of Development – M. Ross | N/A |
| b) | Update on 2024 Operating Budget estimate submission | N/A |
| c) | Update on 2024 Capital Budget estimate submission | N/A |
| d) | Update on Nov 30 meeting with City Admin regarding Master Facilities Plan | N/A |
| e) | Update on Dec 4 discussion with Intercity Shopping Centre | N/A |

8. **CLOSED SESSION**

MOTION: That the Board move into Closed.

MOTION: That the Board move out of Closed Session.

MOTION: That the Board adopts the motions approved in Closed Session.

12. **NEXT MEETING DATE**

January 11, 2024 – Brodie Community Hub

13. **ADJOURNMENT**

MOTION: That the Regular meeting of the Thunder Bay Public Library Board being held on Thursday, December 14, 2023 be adjourned.

THE THUNDER BAY PUBLIC LIBRARY BOARD
Minutes of the Regular Board Meeting

Held on Thursday, November 9, 2023
Mary J.L. Black Community Hub

J. Todd
S. Kabir
C. Bagdon
M. Zussino
K. Fettes
T. Giertuga

R. Togman, CEO
M. Akis, Minute taker

Regrets:

C. Grieve
C. McCraw
S. Lewis

We acknowledge that the City of Thunder Bay has been built on the traditional territory of Fort William First Nation, signatory to the Robinson Superior Treaty of 1850. We also recognize the contributions made to our community by the Métis people.

CALL TO ORDER

MOTION: 023-076: That the Regular Meeting of the Thunder Bay Public Library Board being held on Thursday, November 9, 2023 now comes to order at 5:22 pm

1. WELCOME AND INTRODUCTION

C. Bagdon, newly appointed TBPL Board member was welcomed and introduced himself

Attending were also J. O'Flaherty (CUPE 3120) and R. Gracey (CUPE 97/18)

2. **ADDITIONS TO THE AGENDA**

There were no additions to the Agenda

MOTION: 023-077: That the Agenda of November 14, 2023 be approved as provided

Moved/seconded by: K. Fettes/M. Zussino
CARRIED

3. **DECLARATION OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest

4. **MINUTES**

MOTION: 023-078: That the Minutes of the regular meeting held on Thursday September 14, 2023 be adopted as submitted.

Moved/Seconded by: T. Giertuga/ S. Kabir
CARRIED

5. **CONSENT ITEMS – INFORMATION**

- a) Report to Lakehead Public School Board
- b) Report to Thunder Bay District Catholic School Board
- c) TBPL School News
- d) Thunder Bay Public Library 2024 System Wide Days
Closed/Statutory Holidays
2024 Proposed Board Meeting Dates

The above items were included in the agenda package and an updated list was provided, Councillor Giertgua asked for an explanation of Staff Development Day, which was provided by the CEO

MOTION: 023-079: That the Correspondence and Reports be received for action and/or information.

Moved/seconded by: K. Fettes/M. Zussino
CARRIED

6. DECISION ITEMS

- a) Change in Board By-law

MOTION: 023-080: That the Thunder Bay Public Library Board approve a change to TBPL Ny-Law 3.1, composition of the Board, to comply with the City of Thunder Bay By-Law Section 2 By-law 182-1985, effective April 24, 2023

Moved/seconded by: J. Todd/ M. Zussino

CARRIED

- b) Draft Strategic Plan 2024-2028

MOTION: 023-081: That the Board endorse the Draft Strategic Plan 2024-2028

Moved/seconded by: J. Todd/K. Fettes

7. DISCUSSION/OTHER BUSINESS

- a) General Steering Committee and Fundraising Steering Committee for Central Library

The CEO noted that the above committees were being formed and an initial outreach will be done within the community. The Library will be seeking diverse members of the community to sit on these committees

- b) Update on collaboration with City Admin on Central Library

The CEO, noted that meetings have been rescheduled with the above and Councillor Giertuga noted that he will approach the City Manager indicating the urgency for this meeting to take place.

- c) Organizational restructuring update

The CEO advised the Board that tentative job descriptions were being written and after a meeting with both unions, the plan is to have those ready by the first quarter of 2024

- d) Update on 2024 budget negotiations with COTB

The CEO explained that utilizing internal restricted funds to reduce the 2024 operating request from 6.2 to 4.5%

M. Akis left the meeting at 6:05 p.m.

8. CLOSED SESSION

MOTION: THAT the Board move into Closed Session.

MOTION: THAT the Board move out of Closed Session.

MOTION: THAT the Board approves the motions passed in Closed Session

9. NEXT MEETING DATE: December 14, 2023 – Mary J.L Black Community Hub

10. ADJOURNMENT

That the Regular meeting of the Thunder Bay Public Library Board being held on, November 9, 2023, now adjourn @

FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY

Executive Minutes

Tuesday September 26, 2023 at Brodie Library

Attendees:

Executive: Fran Duke, Joanne Petrisano, Pamela Cain, Pauline Parker, Kathie Johnson, Tina Maronese, Meagan Ross joined meeting at 3:25.

Agenda Items:

1. Additions to the Agenda
2. Declaration of Conflict of Interest
3. Acceptance of Last Meeting Minutes
4. Ad Hoc FOL Meeting Discussion
5. Executive Positions
6. Treasurer's Report
7. Bookstore Convener Report
8. Bingo Convener Report
9. Membership Convener Report
10. Library Update
11. Promotion and Sales
12. 50/50 Draw
13. Orientation of Bookstore Volunteers
14. Bookstore Staffing
15. Additional discussion. Parking
16. MOU
17. Signage
18. Shirts
19. Re-Opening
20. Adjourn

Reports filed: Treasurer's Report, Book Store Report, Bingo Report
Minutes of Ad Hoc FOL Meeting Aug 15, 2023

F. Duke called the meeting to order at 3:04

1. Additions to the Agenda- none
2. Declaration of Conflict of Interest- M Ross, T. Maronese declared a conflict of interest.
3. Acceptance of Last Meeting Minutes – June 22nd, 2023-
P. Cain moved, P. Parker seconded, no questions or concerns; carried.
4. The Ad Hoc FOL Meeting Minutes of August 15, 2023 were tabled – with discussion and follow-up on the following matter-
-\$20,000 is currently held in a separate account by TBPL- as the original designated project fell through funds will be reallocated to other projects. In addition \$12,000 from General Account (\$8,259.25 generated by Vinyl Sales) will to be transferred to this TBPL reserve account. A media opportunity will be held at the Grand Reopening to acknowledge the donation.
- The monthly facilitation of the flow of funds was discussed J. Petrisano expressed that generating a flow of funds to clear accounts on a regular schedule is desired. Current projects were discussed that could be utilized for funding allocations. The TBPL will proceed with the purchase of Board Books for We Welcome Baby Kits with an allocation of \$9,000 from the Superior Shores Account.

TBPL to review any outstanding invoices for payment and these can be made from the General Account.

5. Friends Executive: A vacant position remains on the executive. P Cain announced that she will be resigning from the Executive as of Dec 31, 2023.
6. Treasurer's Report– J. Petrisano submitted a financial report for review prior to the meeting- Book sales were down as bookstore was closed. Bingo income April-September \$13219.71- we are nearing our threshold of approved \$15,000. Confirmation of annual information return filing from CRA-Charities Directorate was received. The 2022 GST rebate was also received.
The General Liability insurance was paid. Expenses-Other: includes \$140 for Glow Bingo tickets from Superior Shores account. The relocation expenses include \$1272.66 for movers and wall expenses. A rebate was received from tbaytel re bookstore phone.
Remaining Vinyl has been inventoried and will be tracked using existing labels to end of year after which the inventory will be cleared.
J. Petrisano moved her report, seconded P. Cain; no questions or concerns; carried
7. Bookstore Convenor Report- F. Duke submitted a report prior to the meeting. Points of discussion included major priorities, staffing and volunteer orientation, bookstore layout and operations. Current hours of 10-4 and possibility of evenings will be explored at a later date. Donations to Friends from Library locations is clarified to note that computer or text books can only be accepted at the bookstore location. Soft Opening on Sept 25th and Grand Opening on October 17th.
8. Bingo Convenor Report – K. Johnson discussed bingo matters including Glow Bingo volunteer appreciation. P. Parker submitted a bingo report prior to the meeting that summarized her and K. Johnson attendance the SSGA Annual General Meeting on September 11th. Our August poolings were \$1,715.99. During the 2023-24 permit year to date, April 1st to Aug 31st we have earned a total of \$11,275.44 (Our approved budget is \$15,000)
Next upcoming blocks of volunteering- Wed Oct 11- 1-3 and 3-5 Tues Oct 24 11-1 and 1-3
Tues Nov 7- 3-5 Thurs Nov 23 11-1 Tues Dec 5 3-5 Fri Dec 22 1-3.
P. Parker moved her report, seconded by F Duke Second no questions or concerns; carried
9. Membership Convenor Report- F. Duke reported – 4 applications received – Melissa Hill (2 references – no action yet); James Diotte (1 reference – excellent recommendation from the City of Thunder Bay- he was an Event Program volunteer (message left for James – he has not returned call); Kulwinder Kaur (1 reference-no action yet) and Tyberius Sabarin-McKay (2 references – no action yet).
10. TBPL Update– M. Ross reported new strategic plan to be presented to board Oct 12th with possible ratification in November of a 5 year plan. Fall programming is now taking place at libraries. Grand Opening media press and customer appreciation is being planned. T. Maronese will be retiring in June 2024 with M. Ross taking over her with Friends by year end. Discussion of facilities renewal opportunities. F. Duke thanked M Ross and T Maronese for the update.
11. Promotion and Sales- discussion of possibilities for sales and logistics of delivery and use of other libraries. There is an overnight delivery service for inter-branch that could be utilized. A possibility of coordinating a pre-Christmas sale with MJL Black location was noted.
12. 50/50 Draw. M. Ross reported update with draw to be pushed back to possibly next fall.

13. Orientation of Bookstore volunteers – September 20 and 21 – Volunteer training/certificates to be turned in to Fran for filing with TBPL admin; support for volunteers with completion of on-line training; future training for other volunteers; walkie/talkie to be issued to Bookstore are currently on order; standard first aid kit to be acquired as well as a flashlight by TBPL for Friends. The mugger stopper will also be available.
14. Staffing of Bookstore including hours of operation (evenings a possibility) – see Bookstore Report
15. Discussion about parking for volunteers at meter parking with mobility issues or concerns including logistics of use of parking cards, reimbursement. A parking card will be available in drawer for volunteers with tracking chart.
16. Discussion of Draft MOU between TBPL and FOL posted in Google Drive. Addition of sharing of FTBPL monthly minutes to board and invitation to meetings.

Motion that the Executive of the Friends of the Library approve the acceptance of the Memorandum of Understanding.

P. Parker passed the motion and J. Petrisano seconded. Carried.
17. Signage – external and directional signage inside Brodie to be determined. The door sign is to be ordered and installed by the TBPL.
18. FOL Volunteer shirts –
The Executive expresses a heartfelt Thank You to the TBPL Board of Directors for the beautiful polo shirts for Friends volunteers. Our volunteers appreciate it very much.

The FOL will budget for shirts for new volunteers.
19. Grand Re-opening October 19, 2023. T. Maronese will be preparing release and event details.
20. Adjournment- F. Duke adjourned meeting at 4:53
21. Next Meetings - October 26th, 2023 3:00 p.m.
November 28, 2023 3:00 p.m.



November 28, 2023

To: Members of the Thunder Bay Public Library Board
From: Friends of the Thunder Bay Public Library

Dear Board Chair Grieve and Members of the Library Board:

Please accept this letter of thanks from the Friends of the Thunder Bay Public Library. We are writing today to thank the Board and Staff at TBPL for their assistance and support in getting the Friends bookstore moved to the lower level of the Brodie Library. We are very grateful to the Library Staff and the Board for their cooperation and assistance with this effort. It was no small feat, and we are very pleased with the final results.

In addition, we would like to thank the Library for their generous gift of thanks to the Friends volunteers. The polo shirts that the Library ordered for the Friends, featuring our newly designed logo, ensure that our volunteers are easily identifiable as members of the group. We were so pleased with this thank you gift and we wanted to ensure that the Board was properly thanked for this thoughtful gesture.

The Friends Used Bookstore at Brodie is staffed by Friends volunteers from Monday to Friday from 10 am to 4 pm. We would be delighted to see you at the new space anytime during our hours of operation.

With appreciation and thanks from all of the members of the Friends of the Library.

Yours sincerely,

Fran Duke

Fran Duke, President

memorandum

To: TBPL Board
From: Richard Togman, CEO
Date: December 7, 2023
Subject: **Architectural Services for a New Central Library**

RECOMENDATION

THAT a contract be awarded to Brook McIlroy for the completion of architectural services for a new central library at a cost off \$82,000 plus HST.

BACKGROUND

The Thunder Bay Public Library's Master Facilities Plan consisting of 3 scenarios was presented to the City of Thunder Bay City Council on June 26, 2023. At that time, City Council endorsed in principle the central library concept and referred Scenario 2 and 3 to the Library and Administration for review to provide capital and operating financial implications related to the scenarios by June 24, 2024. In order to meet the objectives of the Council resolution, the CEO determined that the issuance of an RFP was critical in determining a proposed design and estimated costs. A proposed design was also required by the property management group of Intercity Mall for purposes of negotiating a lease.

PROCESS

A Request for Proposal for Architectural Services for New Central Library – Intercity was publicly posted on Bids and Tenders on October 6, 2023 with a closing date of November 17, 2023. The proposals were required to provide a plan for a 5-phase project consisting of the following:

- Phase I: Field Consultation
- Phase II: Schematic drawings and project budget

The remaining phases would only continue with Council approval and funding.

- Phase III: Design development
- Phase IV: Contract / Tender documents
- Phase V: Contract Administration & Construction

Eleven proposals were received and evaluated by the Evaluation Committee. The proposals were then short listed based on the evaluation criteria and presented to the Steering Committee

The proposals were first evaluated on compliance with proposal requirements, experience of the firm, best practices with community needs and library facility development, relevant experience of the project team members, availability, commitment and approach, inclusion and diversity policies and commitments and value added or innovative techniques proposed. The proposals were evaluated. In order for a proposal to proceed any further in the process, it had to achieve a score of 70% without considering cost. Cost for Phase 1 and 2 represented 35% of the final scoring.

A meeting was held with the Steering Committee on December 5th at which time the 3 top bids were assessed. The Steering Committee evaluated the 3 bids and selected Brook McIlroy as the top proponent. This correlated with the initial evaluation with the scores as follows:

Proponent	Bid Score
Brook McIlroy	97
LM esp	91
Architecture 49	73

Based on the scores received and confirmation by the Steering Committee, Brook McIlroy best met the objectives of the proposal; and therefore, should be awarded the contract.