

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

Thursday, February 8, 2024 - 5:15 p.m.

AETS Boardroom – Waverley 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

2. ADDITIONS TO THE AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. MINUTES

- a) Regular Board Meeting –December 14, 2023, 3-6

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

5. CONSENT ITEMS – INFORMATION

- a) Friends of TBPL minutes of meeting 7-9
b) Retirement of L. Wirkkala – December 2023 10
c) Health & Safety Semi Annual Report 11-14

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

6. **DECISION ITEMS**

- a) Board Policy 5.9 Health & Safety 15

7. **DISCUSSION/OTHER BUSINESS**

- a) Review Draft Partnership Strategy N/A
b) OLA – Report (R. Togman) N/A

8. **CLOSED SESSION**

MOTION: That the Board move into Closed.

In Accordance with Section 16.1 A, C of PLA the Board move into Closed Session

MOTION: That the Board move out of Closed Session.

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

12. **NEXT MEETING DATE**

March 14, Brodie Community Hub – Brodie Resource Library

13. **ADJOURNMENT**

MOTION: That the Regular meeting of the Thunder Bay Public Library Board being held on Thursday, February 8, 2024 be adjourned.

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

**Held on Thursday, December 14, 2023
Mary J.L. Black Community Hub**

J. Todd
S. Kabir
C. Bagdon
M. Zussino
K. Fettes
C. Grieve
C. McCraw

R. Togman, CEO
M. Akis, Minute taker

Regrets:
S. Kaybir

(In video)
T. Giertuga
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: 023-87: That the Regular Meeting of the Thunder Bay Public Library Board being held on Thursday, December 14, 2023 now comes to order at 5:182 pm

1. WELCOME AND INTRODUCTION

M. Ross Director of Development was introduced
Attending were also J. O'Flaherty (CUPE 3120) and R. Gracey (CUPE 97/18)

T. Giertuga and S. Lewis were in attendance by video

2. ADDITIONS TO THE AGENDA

The following additions were made to the Agenda

6. (d) OLA Board attendance

7. (d & e) Moved to Closed Session

MOTION: 023-088: That the Agenda of November 14, 2023 be approved as amended

Moved/seconded by: C. McCraw/J. Todd

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of conflict of interest

4. MINUTES

MOTION: 023-089: That the Minutes of the regular meeting held on Thursday November 9, 2023 be adopted as submitted.

Moved/Seconded by: J. Todd/M. Zussinor

CARRIED

5. CONSENT ITEMS – INFORMATION

a) Friends of the TBPL minutes of meeting (as provided)

b) Friends of TBPL Appreciation letter (as provided)

MOTION: 023-090: That the Correspondence and Reports be received for action and/or information.

Moved/seconded by: M. Zussino/C. McCraw

CARRIED

6. DECISION ITEMS

a) RFP Award for Architectural Services related to the Central Library

After the CEO described the process and the request. Comments and questions from the Board were addressed. T. Giertuga encouraged TBPL to obtain a planner and it was noted that the architectural firm would most likely have a planner on their team

MOTION: 023-091: 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.

Moved/seconded by: C. McCraw/C. Bagdon
CARRIED

Councillor Giertuga - OPPOSED

b) Board HR Policies

MOTION: 023-092: That the following Board Policies be approved as amended (list was attached)

Moved/seconded by: J. Todd/C. McCraw

MOTION 023-093 That the Following Board Policies be approved as rescinded

5.3 Anniversary Date, 5.26 vaccination

Moved/seconded by: J. Todd/C. McCraw/
CARRIED

c) Library Commercial Insurance Policy

Director of Resources explained the increase and the highlights of the Insurance policy

MOTION 023- 094: That the commercial insurance policy #50113476 with Intact Insurance Company be renewed effective December 31, 2023, in the amount of \$60,416.28 (including PST) funded from the operating expense account # 5900-800

Moved/seconded by: C. McCraw/J. Todd
CARRIED

d) Attendance of Board members for OLA Super Conference 2024

MOTION 023-095: That the TBPL approved the attendance of Charmaine McCraw and Kelly Fettes at the OLA Super Conference Jan 24—27, 2024

Moved/seconded by: J. Todd/C. Grieve

CARRIED

7. DISCUSSION/OTHER BUSINESS

a) Fundraising presentation from Associate Director of Development.

M. Ross provided the Board with the achievements and goals of recent fundraising. Board members were given a handout and encouraging their participation. M. Ross, also noted that personal acknowledgments of donations are well received.

b) Update on 2024 Operating Budget estimate submission

The CEO provided the Board relevant information to the 2024 Operating Budget Submission to the COTB

c) Update on 2024 Capital Budget Submission

The CEO, provided the Board with necessary details regarding the 2024 Capital Budget.

d) (item moved into Closed Session)

e) (item moved into Closed Session)

M. Akis left the meeting at 6:40 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: January 11 – Brodie Community Hub

10. ADJOURNMENT

That the Regular meeting of the Thunder Bay Public Library Board being held on, December 14, 2023, now adjourn @ 9:04 p.m.

FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY
Executive Minutes
Thursday November 23, 2023 at Brodie Library

Attendees:

Executive: Fran Duke, Pamela Cain, Pauline Parker, Tina Maronese,
Regrets Joanne Petrisano, Meagan Ross.

Reports filed: Treasurer's Report, Book Store Report, Bingo Report

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

News

1. Additions to the Agenda- Empower the North; Newsletter
2. Declaration of Conflict of Interest- T. Maronese declared a conflict of interest.
3. Acceptance of Last Meeting Minutes – Sept 26th, 2023-
P. Cain moved, P. Parker seconded, no questions or concerns; carried.
4. Friends Executive: A vacant position remains on the executive.
5. Treasurer's Report– J. Petrisano submitted a financial report for review prior to the meeting- Bookstore sales are doing well. The bank balance is \$ 29,443.98 with funds currently allocated to the TBPL of \$9,000 yet to be spent. Better world books sales of \$147.64 covering October 2022 for September were received.
P. Parker moved report, seconded F. Duke; no questions or concerns; carried
6. Bookstore Convenor Report- F. Duke submitted a report prior to the meeting. Points of discussion included major priorities of completion of Health and Safety Training for all bookstore volunteers and hosting of monthly buck a bag sales.

Other activities noted included; Book Arrivals- donations continue to be received from the public and TBPL maintenance. Maintenance staff first send an email to confirm that the Bookstore has room. Bookstore clearance room: Donations – outgoing – nil. Better World Book Shipments: 12 boxes sent since March 1 2023. Current contract obligations (2019) are shipment of at least 1 box per month, and our sales percentage is 12.5% of net proceeds.
All remaining vinyl items donated by the TBPL to be sold before the end of 2023.

Staffing: there are sufficient volunteers to staff the bookstore Monday through Friday although not all shifts have 2 volunteers. Volunteers always are consulted as to whether they are comfortable working alone.

7. Bingo Convenor Report –P. Parker submitted a bingo report prior to the meeting. Members attended the Glow Bingo Appreciation on October 13th. P Parker and K. Johnson were taped in a video that appears on the Superior Shores Facebook page post on Oct 20th.

Our October poolings were \$2,393.21

Bingos for the end of the 3rd quarter- Tues Nov 7- 3-5 Thurs Nov 23 11-1 Tues Dec 5 3-5 Fri Dec 22 1-3. Quarter 4 availability has been submitted. Dates for the New Year can be promoted in the library Connect- P. Parker to follow up on dates and confirm the FTBPL allotment status for future revenues as we have reached our fundraising target.

P. Parker moved her report, seconded by F Duke Seconded, no questions or concerns; carried

8. Membership Convenor Report- F. Duke reported one application received – Melissa Hill (awaiting PIC).
9. TBPL Update– T. Maronese reported the TBPL board passed a 5 year Strategic Plan. The administration is currently working on the related objectives and goals. Staff had opportunity for input through the process. Jan-March programming and the next issue of CONNECT is currently being planned. Restructuring of staff is being undertaken. The Wee Welcome program has received funding through TBCF with Friends providing support for the purchase of board books. Friends will be acknowledged on books and booklets. An RFP for architectural services for the facility plan has closed and a committee established. On Dec. 18th A presentation will be made to City of Council on the Strategic Plan and direction of library.
10. Sales and Events – Grand Opening & Buck a Bag Sale went well. Great media coverage. Currently there is an on-line FB auction of speciality vinyl records; Discussion of future buck a bag sales agreeing that on the three last days of every month beginning in January Buck A Bag sales will be held.
11. 50/50 Draw. To be discussed at a later meeting.
12. Health & Safety A walkie/talkie has been issued for use whenever volunteers feel staff should be alerted to a situation. F. Duke liaised with Brodie staff and prepared an instruction sheet as to when and how the walkie talkie should be used. A standard first aid kit & flashlight was delivered by TBPL. Health and Safety Training for volunteers took place on September 20 and 21. Completed certificates continue to be turned in.
13. Signage – external signage; thank you to T. Maronese for installing signage inside Brodie. Future signage on exterior will be considered.
14. FOL Volunteer shirts – A heartfelt Thank You to the TBPL Board of Directors for the beautiful polo shirts for Friends volunteers. Our volunteers appreciate it very much. Discussion of provision of shirts in the future to be discussed at a later date.

15. Christmas Executive Meeting and Christmas Party – A short meeting and lunch to be held the week of the 18th at MJL Black is under consideration with RSVP to F. Duke.
16. Newsletter to include information on upcoming social, executive positions vacancy, happy holidays, and donation to the Wee Welcome kits
17. Empower the North- P. Cain to review submission and update as required.
18. Adjournment- F. Duke adjourned the meeting at 3:50

Next Meetings

- Tuesday, December 19 – Holiday Social / 1-3 pm at Mary J.L. Black Library
- January 23, 2024



L. Wirkkala for (29) years of dedication to the Thunder Bay Public Library, we wish you the very best on your retirement.

(L. Wirkkala, retired on December 15, 2023)



Health and Safety Semi-Annual

Report to the Board

December - 2023

1) Committee:

The management members of the Joint Occupational Health and Safety Committee are Cherri Braye and Kim Gunn (with Chris Gratton as a guest). Shauna Kosoris and Varsha Zachariasz (temporary until nominations) represent CUPE Local 3120. Amy Ongaro represents CUPE Local 87-18 until the end of 2023. AETS personnel Kathleen Maletta is a recurring guest in attendance at JOH&SC meetings. Varsha Zachariasz is the Health and Safety Secretary. The co-chairs are alternating between Kim Gunn and Amy Ongaro until December 2023.

2) Training:

- Drills are being worked on and will be scheduled for all Branches.
- The annual WHMIS review was assigned to all staff for completion as per our 2023 Goals and Priorities List.
- The Board Policy on Health and Safety was reviewed by all staff via HR Downloads.
- The Health and Safety Training Program 9.1 was updated and approved.
- In addition, the following policies have also been updated and reviewed by all staff: Suspicious Package Handling Procedure, Building Evacuation Procedure, and Lockdown/Hold and Secure Policy.
- Other training that was completed by staff include digital Fire Extinguisher Training. Conflict Resolution Training, Managing and Coping with Stress Training, Safe Lifting Training, and Ladder Safety Training have been reviewed. Additionally, TBPL staff received Customer Service and De-escalation Training to further support staff and patron interactions.
- First Aid training and renewals are also ongoing in order for staff to remain current to date.

- All members of the JOHSC are current in Level 1 & 2 Certification.
- Disposal of Hazardous Material (Sharps) training was assigned to all staff for completion as an ongoing refresher.
- Safety Data Sheets (SDS) training has also been reviewed by all staff for completion in the fall.

3) Procedures:

- The 2023 list of Goals and Priorities has been reviewed at each JOHSC meeting throughout the year in order to ensure completion by year end.
- The Emergency Contact List for the Fire Safety Plan remains current and updates haven been added to the Floor Plans of each branch. Brodie ground floor is now current with all necessary updates as Friends of the Library are now located on the Ground Floor.
- The Health and Safety Manual has been under review throughout the year. Several procedures have been reviewed and finalized such as Suspicious Package Handling Procedure, Building Evacuation Procedure, and Lockdown/Hold and Secure Policy, to name a few.
- The Problem Patron Procedure is currently under review in conjunction with handling Patron Incidents. This is now updated as the Patron Code of Conduct.

4) Facility:

- The on-line Walkabout logbook is being used to track monthly H&S inspections in all work areas. Walkabouts continue to include a monthly check of all mugger stoppers and flashlights. The CUPE Local 3120 members of the JOHSC review the Walkabout logbook entries prior to each JOHSC meeting and report on any issues arising from these reviews. The JOHSC co-chairs also review the entries for any system-wide or Management-related issues.
- Eyewash stations have been also added at all Branches.
- Fire Drills have been completed at all branches of TBPL during the months of August and September.

- The annual complete-building Health and Safety inspection will be scheduled before the end of the year at each branch. Health & Safety and Maintenance related items are being addressed as time and budgets allow.

- Fire Inspections are also forthcoming.

- The Ministry of Labour completed a field visit at the Brodie Library on October 6 and at the County Park Library on November 15. Orders were complied with and completed.

5) Incident Report Analysis:

- There is a monthly report to track and document Patron Incidents for trends. This procedure ensures that this report is reviewed and tracked on a current basis. Staff continue to be debriefed when necessary, depending on the nature of Incidents. The Incident and Accident Reporting Form has also been updated to a more user-friendly manner.

- Recommendations have been made to reinstate identification for accessing internet and or Library resources in order to track and monitor, should an Incident arise. In the meantime, E-Service cards are being issued and also names are being referenced to the Sierra database.

6) Other Activities:

-The 2023 Health & Safety Effectiveness Survey has been sent out and data will be compiled. Data will be used to review and revise the JOSHC as a whole.

7) Statistics:

- The Statistical table was under review by the JOSHC in order to revamp and report more information. The updated table below will reflect stats for 2023 and onwards.

Staff Injury Type	2023
Lost Time	2
No Lost Time	8
Incident	17
Total	27

Definitions:

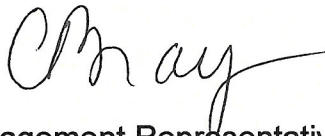
Lost Time: A workplace event that results in a work-related injury/disease which causes the employee to be off work past the day of accident

No Lost Time: A workplace event that results in a work-related injury/disease where no time is lost from work other than on the day of accident, but where health care and/or modified duties are required

Incident: *A workplace event that results in an injury to a worker* but where no health care and/or modified duties are required

- Management and the JOH&S committee review and respond as required to the above

Respectfully submitted,



Management Representative



Worker Representative

Policy No: 5.9 HEALTH AND SAFETY



**Thunder Bay
Public Library**

Type: Human Resources

Originated: January 13, 2011
Reviewed: January 17, 2024
Amended:

Related Policies:

Purpose

The Thunder Bay Public Library Board, its staff and management share a joint commitment to providing a safe and healthy working environment for all staff, visitors, and library users. The Thunder Bay Public Library shall comply with the Occupational Health and Safety Act and any applicable Regulations.

Regulations

The Thunder Bay Public Library shall develop, implement and maintain programs which are proactive in the prevention of injury, accident and illness and promote employee wellness within this organization.

Supervisors shall ensure that the safe work procedures established by the Thunder Bay Public Library are followed in their areas.

All workers shall become knowledgeable of and work in compliance with safe work practices and procedures, and are required to report any hazardous, unsafe or unhealthy conditions immediately, and are encouraged to make suggestions for correction.

The Board and the Thunder Bay Public Library Joint Health and Safety committee shall review this policy annually.

Reviewed by *C. May*, Management Representative .
Date: January 17, 2024

Reviewed by *Shanabro's*, Worker Representative.
Date: January 17, 2024

Richard Fitz
(CEO)