

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

Thursday, October 10, 2024 - 5:15 p.m.

Waverley Resource Library

**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 (Observers and Invited Guests)**

2. **ADDITIONS TO THE AGENDA**

3. **DECLARATION OF CONFLICT OF INTEREST**

4. **MINUTES**

a) Regular Board Meeting – September 12, 2024 3-7

**MOTION:** That the Minutes of the Regular Board Meeting held on Thursday, September 12, 2024, is adopted as amended/submitted.

5. **CONSENT ITEMS – INFORMATION**

a) System Wide Closed Days/ Statutory Holidays 8-9

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

**6. DECISION ITEMS**

- |                                     |            |
|-------------------------------------|------------|
| <b>a) Board leadership vote</b>     | <b>n/a</b> |
| <b>b) Library Services Policies</b> | <b>n/a</b> |

**7. DISCUSSION/OTHER BUSINESS**

**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.**

**9. NEXT MEETING DATE**

**November 14 – Waverley Resource Library**

**10. ADJOURNMENT**

**MOTION: That the Regular meeting of the Thunder Bay Public Library Board being held on Thursday, October 10, 2024 be adjourned.**

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

Thursday, September 12, 2024 – 5:15 p.m.

Waverley Resource Library

**In Attendance:**

C. Grieve  
J Todd  
M. Zussino  
T. Giertuga  
C. Bagdon,  
K. Fettes  
S. Kabir  
J. Hudyma  
C. McCraw  
R. Togman (CEO)

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**

That the regular meeting of the Thunder Bay Public Library Board being held on Thursday September 12, 2024 now come to order at 5:23pm.

**1. WELCOME AND INTRODUCTIONS**

Jordan Hudyma was introduced as a new Board member.

**2. ADDITIONS TO THE AGENDA**

**MOTION: 024-058:** That the agenda of the September 12, 2024 meeting be approved as provided.

Moved/Seconded: J. Todd/M. Zussino

**CARRIED**

**3. DECLARATION OF CONFLICT OF INTEREST – No conflicts declared**

4. **MINUTES**

- a) Regular Board Meeting – June 13, 2024

**MOTION: 024-059:** That the Minutes of the Regular Board Meeting held on Thursday June 13, 2024 be adopted as submitted.

Moved/Seconded: J. Hudyma/J. Todd  
**CARRIED**

5. **CONSENT ITEMS – INFORMATION**

- a) Acknowledgment of T. Maronese Retirement (29 years of Service)
- b) Acknowledgement of L. Gillespie Retirement (34 years of service)
- c) Friends of the Library Meeting Minutes May 18
- d) Friends of the Public Library Newsletter Summer 2024

**MOTION 024-060:** That the Correspondence and Reports be received for action and/or information.

Moved/Seconded: M. Zussino/J. Hudyma.  
**CARRIED**

6. **DECISION ITEMS**

- a) Library Van Purchase

**MOTION: 024-061:** That a purchase order be issued to Badanai Motors for the replacement of the Library cargo van at a cost of \$59,499 plus hst.

Moved/Seconded: J. Todd/M. Zussino  
**CARRIED**

- b) Transfer of Interest Income

**MOTION: 024-062:** That the Board of TBPL hereby transfers the interest income earned as at December 31 2024 to the Library General Capital Fund.

Moved/Seconded: J. Todd/K. Fettes  
**CARRIED**

c) Internally Restricted Funds Consolidation

**MOTION: 024-063:** The Board of TBPL hereby closes out the internally restricted funds noted above and transfers the balance as at Dec 31 2024 to the Library General Capital Fund

Moved/Seconded: K Fettes/C. Bagdon  
**CARRIED**

d) Social Procurement Policy

**MOTION: 024-064:** That the Board Policy 3.4 Social Procurement to be approved as provided.

Move/Seconded: M. Zussino, J. Todd - Carried

e) 2025 Capital Budget

**MOTION 024-065:** That the Board approves the 2025 Capital Budget submission in the amount of \$1,293,000 as per the Capital envelope provided by the City which includes \$893,000 per the City's capital envelope plus \$400,000 for the replacement of the elevator shaft/car at Waverley Library.

Moved/Seconded: C. Bagdon/S. Kabir  
**CARRIED**

f) 2025 Operating Budget

**MOTION: 024-066:** That the Board approve the 2025 Operating Budget submission in the amount of \$7,218,000 which represents a 4.2% increase over 2024

Moved/Seconded: K. Fettes/ J. Todd  
**CARRIED**

7. **DISCUSSION/OTHER BUSINESS**

a) Attendance at 2025 OLA Super Conference January 29- February 1, 2025

The Board approved of Jordan Hudyma and Cory Bagdon to represent the Library Board at the 2025 OLA Super Conference.

b) Board Leadership Succession Planning

The Board may hold a vote for the Chair/Vice Chair positions in October or November.



c) Library Services Policies – referral to committee

d) Process for Board recommendations for 2027 Board appointments

Discussion on engaging with City Clerks and Council on adopting a nomination procedure similar to the CEDC, Tbaytel, Synergy North for Board appointments

e) Partnerships update – Symphony and School Boards

TBPL engaged in new partnership with Symphony to offer tickets to the public as part of library membership. TBPL in talks for a pilot program with School Boards to directly offer library cards to all incoming kindergarten classes as part of kindergarten registration process.

f) Fort William First Nation Service Agreement

TBPL pursuing outreach to FWFN to create a formal service agreement and open discussions on library services for FWFN members.

g) Grant Updates – GICB, RBC, Accessibility Fund (Fed)

Library pursuing multiple grant opportunities to contribute to the revitalization of Waverley.

h) Staff Restructuring Update

Formal restructuring of Library staff complete as of September.

i) Upcoming Community Conversation with Police

TB Police outreach to TBPL to host community conversation between police and community at Brodie Library in November.

## 8. **CLOSED SESSION**

MOTION: That the Board move into Closed at 6:46pm in accordance with PLA a, c, e, f.

MOTION: That the Board move out of Closed Session.

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

**9. NEXT MEETING DATE**

October 10, 2024 5:15 p.m. (Waverley)

**10. ADJOURNMENT**

**MOTION:** That the Regular meeting of the Thunder Bay Public Library Board being held on Thursday, September 12, 2024, now adjourn at 8:40pm.

## Thunder Bay Public Library

### 2025 System Wide Days Closed/Statutory Holidays

MONTH	DATES CLOSED	SIGNIFICANCE
January	1	New Years Day
February	16 17	Sunday long weekend closure Family Day
March		
April	18 20 21	Good Friday Easter Sunday Easter Monday
May	18 19	Sunday long weekend closure Victoria Day
June	15, 22, 29	Sunday closures begin
July	1, 6, 13, 20, 27	<b>Canada Day</b> , Sunday closures
August	3, 4, 10, 17, 24, 31	<b>Civic Holiday</b> , Sunday closures
September	1 19 30	Labour Day Staff Development Day National Day for Truth & Reconciliation
October	12 13	Sunday long weekend closure Thanksgiving
November	11	Remembrance Day
December	25 26	Christmas Day Boxing Day
Total Days Closed	30	

#### **Sunday Closures**

Sunday closures at Mary J. L. Black and Waverley will begin Sunday, June 15th through to Sunday August 31st, inclusive.



## **Holiday Hours 2025**

We will operate with regular hours of operation at all four locations until Tuesday December 23, 2025.

December 24, 2025 - all locations will be open from 9:30 am - 1:00 pm (staff work 9-1). County Park and Brodie will be closed from December 24 at 1:00 pm until January 2, 2026.

Waverley and Mary J. L. Black will be open:

- December 27 from 9:30 am - 5:00 pm
- December 28 from 12:30 pm - 5:00 pm
- December 29, 30 and 31 from 9:30 am - 5:00 pm

All locations will be closed on January 1, 2026. Regular hours will resume at all locations on January 2, 2026.