

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

Thursday, November 14 – 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 – October 10, 2024 3-5

MOTION: That the Minutes of the Regular Board Meeting held on Thursday October 10, 2024, is adopted as amended/submitted.

5. **CONSENT ITEMS – INFORMATION**

- | | |
|--|-------|
| a) Proposed Library Board Meeting Dates 2025 | 6 |
| b) Friends of the Library (Minutes of Meeting) | 7-10 |
| c) Schedule for Operating and Capital Budgets for year | 11-12 |
| d) A. Blankenbaker Retirement | 13 |
| e) CL/CEO Evaluation | N/A |

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

6. **DECISION ITEMS** **N/A**

7. **INFORMATION/OTHER BUSINESS** **N/A**

8. **CLOSED SESSION**

In accordance with Section 16.4 a,e,f 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.

9. **NEXT MEETING DATE**

December 12 - Mary JL Black Library

10. **ADJOURNMENT**

MOTION: That the Regular meeting of the Thunder Bay Public Library Board being held on Thursday, November 14, 2024 be adjourned.

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

**Held on Thursday, October 10, 2024
Waverley Resource Library**

C. Grieve
J. Todd
K. Fettes :
M. Zussino
T. Giertuga
R. Togman, CEO
M. Akis, minute taker

Virtual
C. McCraw
C. Bagdon
J. Hudyma

Absent:
S. Kabir

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: 024-073: That the Regular Meeting of the Thunder Bay Public Library Board being held on Thursday, October 10, 2024 now comes to order at 5:17 pm

1. **WELCOME AND INTRODUCTION**
J. Collin - COTB Manager

2. **CLOSED SESSION**

MOTION: THAT in accordance with PLA Section 1.4, a d, e & f, 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

2. ADDITIONS TO THE AGENDA

MOTION: 024-077: That the Agenda of October 10, 2024 be approved as provided.

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

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of conflict of interest

4. MINUTES

MOTION: 024-078: That the Minutes of the regular meeting held on Thursday, April 11, 2024 be adopted as amended

- a) Minor error in recordation of a couple of signatures
- b) Motion for OLA should have been done as a decision item

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

CARRIED

5. CONSENT ITEMS – INFORMATION

- a) System Wide Closed Days/Statutory Holidays – provided for information

MOTION: 024-079: That the Correspondence and Reports be received for action and/or information.

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

CARRIED

6. DECISION ITEMS

- a) Board Leadership Vote

MOTION; 024-080: That the election of Carol Grieve as Board Chair and Charmaine McCraw as Vice Chair be confirmed

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

CARRIED

b) **MOTION: 024-081:** That after review the HR/Board Bylaw/Library Services Committee approve the following Board Policies as noted:

- 4.1 Library Memberships/Loan Periods (as provided)
- 4.2 Fees (with noted changes)
- 4.3 Gift & Donations (moved to Finance)
- 4.4 Social Media (as provided)
- 4.5 Refunds (rescinded)
- 4.6 Suspension of Borrowing Library Materials (as provided)
- 4.7 Children's Rights in the Public Library (rescinded)
- 4.8 Withdrawn Materials (as provided)
- 4.9 Collections Management (as provided)
- 4.10 Public Meeting Spaces (as provided)
- 4.11 Copyright (as provided)
- 4.12 Diversity & Inclusion (management will provide recommendation)
- 4.13 Programming Policy (as provided)

Moved/Seconded by: K. Fettes/T. Giertuga
CARRIED

c) **MOTION: 024-082:** That the Board accept the following Board Policies as rescinded. 3.10 Sponsorships, 3.15 Naming and 4.3 Gifts and Donations
CARRIED

J. Hudyma
M. Akis left @6:30

7. CLOSED SESSION

MOTION: THAT in accordance with PLA Section 1.4 a, 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

8. DISCUSSION/OTHER BUSINESS

No items for discussion

9. NEXT MEETING DATE: December 12, Mary JL Black

10. ADJOURNMENT

That the Regular meeting of the Thunder Bay Public Library Board being held on, October 10, 2024, now adjourn @ 6:15 p.m.



Thunder Bay Public Library Board Meetings for 2025

January 9 – MJLB

February 13 - WAV

March 13 – BRO

April 10 – WAV

May 8 – MJLB

June 12 – WAV

September 11 – WAV

October 9 – BRO

November 13 – BRO

December 11 - MJLB

FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY

Executive Meeting Minutes

Tuesday, September 24, 2024

Attendees: Fran Duke, Joanne Petrisano, Christine Paul, Adrian DiGiuseppe, Pauline Parker, TBPL: Meagan Ross

Guests: Albert Brule and Mikenna Dobson, Empower the North

Reports Filed: Treasurer's Report, Bingo Report, Bookstore Report

Fran Duke called the meeting to order at 1:05 pm.

1. Additions to the Agenda: None
2. Declaration of Conflict of Interest: M. Ross declared a conflict of interest.
3. Acceptance of Last Meeting Minutes – June 25, 2024 (posted in Google Drive). P. Parker move minutes, C. Paul seconded. AIF
4. Treasurer's Report (Joanne) – to be posted in Google Drive
 - Account balances: General \$20,446.81; Raffle \$299.86; Superior Shores \$1,844.24; TOTAL ACCOUNTS as of September 24, 2024 - \$22,590.91. New line entries have been created on the Statement of Cash Receipts and Disbursements to record Friends 50/50 raffle activity.
 - Superior Shores funds are being spent on TBPL purchases almost as soon as received. Past President K. Johnson suggested accumulating funds to support a highly visible purchase to highlight benefits from Superior Shores activity. The City's new lottery licensing officer is Vanessa Lem.
 - Joanne will liaise with our RBC account manager Bruno Ceci to negotiate future fees regarding ticket sales in our Raffle Account.
 - Bookstore sales to date are \$14,015.90. This is much higher than expected. Income from volunteering at Superior Shores is \$12,178.97. We are approved for \$15,000 per fiscal year.

Joanne P. move. Second Adrian D.

5. Bookstore Convenor Report (Fran and Christine) – to be posted in Google Drive. Items added to the report include suggestions from volunteers Andrea and Andy, Bookplates.

- Major Priorities – added: move Bookstore music section to the wall shared with TBPL, near the newly donated music system. Adrian will handle this transition.
- Other Activities: Book Arrivals – Fran amended her report to mention no books were donated by 55+ Centre in September; however, several boxes were received from the Bookshelf as well as many from the community. The question was raised as to what becomes of books surplus by Primary and Secondary Schools in the City. Meagan will check to see whether the Friends logo has been updated on Bookplates.
- Suggestions from volunteer Andrea: Harlequin romance books – to be sold in small, decorated bags; for Buck a Bag sale – temporary store carts with books in the media room. Meagan will check on that possibility. Christine will ask Andrea if she is interested in spearheading a Holiday Gifting sale to be held in conjunction with the November Bucka Bag sale. The Holiday sale would focus on selling the 5+ boxes of art books, as well as Holiday themed books and DVDs, and high-end books/sets suitable for gifting.

Bingo Convenor Report (Pauline and Kathie) – posted in Google Drive.

- Pauline and Kathie attended the Superior Shores Gaming Association AGM on September 18th. In the ninth year of operation net cash operations totaled \$1,270,000. This December will mark 10 years at the current location. A celebration bingo will be held on December 31st with a \$30,000 prize board.
- Volunteer adherence to the dress code is very important. A slide show reinforced importance of NFPs having updated Constitution and By-laws by October 18th. OLG recognized the Friends contribution of funds to TBPL for the purchase of Baby Board Books. Those funds were earned through membership in SSGA, and an Impact Story was posted to the website charitablegaming.ca. A huge thank you to Meagan for writing on our behalf!
- Election of Director – Friends volunteer Joan Duke was elected to the SSGA Board of Directors.

Pauline P. move. Joanne P. seconded

6. Membership Convenor Report (Fran and Adrian)

- New volunteer Christine Johanson.

7. TBPL Update (Meagan):

- In October, Victoria Racco will begin working part-time, as a development assistant with Meagan. The City Council vote in August not to support the Central Library was a disappointment. However, TBPL is working hard on plans for much needed retrofits to Waverley and Brodie. Funders will be approached to support a feasibility study for the Waverley location. If any retrofit activities include FOL space, FOL may be eligible for FedNor and NOHFC support as it is separately incorporated, is a NFP, and carries out retail activities as a registered business.
- Meagan presented two expensive items for consideration for support – they would be highly beneficial for the TBPL children's department, namely an interactive projector which projects games on the floor and a high-tech games table. It was decided to accumulate bingo earnings for the next 6 to 7 months and purchase the project for TBPL.

8. 50/50 Draw Update (Meagan) -

- Contracts have been signed with Raffle Nexus and MADHUB (formerly Think Forward Media). A copy of the two contracts was circulated – they also have been posted to the Friends Google Drive. Meagan is preparing the application to AGCO for the lottery license – to be signed by Fran and Joanne.
- Meagan and Cody are liaising with the contractors on the FOL's behalf. Ticket sales will be initiated on December 2nd with the first draw held Monday, January 6th and subsequent draws on the first Monday of every month. Members of the public and volunteers can purchase tickets, but not members of the FOL executive or persons residing at the same address as an executive member. Also prohibited from purchasing tickets will be any of our volunteers who are involved in the conduct and management of the raffle as well as family living in that same house. It is imperative that a Friends Newsletter announcing the 50/50 Draw is circulated to our volunteers before it becomes public knowledge.
- Meagan displayed a very attractive sample ticket with the Friends name prominently displayed; the executive suggested adding 'of the library' in small letters.

9. New Information Booklet (Fran)

- The FOL's new booklet describing the FOL and its operations, as beautifully designed and formatted by TBPL's Raili Zgyrch, was circulated. Comments included making sure bookstore hours are included. Also, the booklet should be stapled.

10. Empower the North – guests Andre Brule and Mikenna Dobson

- The Community Volunteer Hub was described. The intent is to register persons who are interested in finding volunteer opportunities in the community, register organizations who utilize volunteers, and provide a means of the volunteers and

organizations connecting. If FOL is interested in registering with the site, membership is free. We would then encourage our volunteers to register as well. Their volunteer hours could be tracked, and volunteers would be eligible for monthly prizes. Monthly volunteer networking will be offered.

- The benefit for FOL of joining this organization is access to volunteers who are interested in signing up as regular volunteers with our organization, or just for short-term project related activities. FOL liability insurance will have to be checked to ensure we would not be at risk. Also, FOL volunteer stats would be available for future reporting activities.
 - Andre and Mikenna were thanked for their presentation. The executive subsequently decided to proceed with registering FOL with Empower the North, especially as it is unknown Volunteer Thunder Bay is still in operation. Fran will contact Mikenna.
11. TBAVA Membership Inquiry – after discussion, the executive decided to not to join the Association of Volunteer Administrators at this time. Fran will send an email to TBAVA.
 12. Friends Newsletter – A newsletter will be sent to Friends members, probably in October, informing them of the 50/50 draw, outlining who is eligible to purchase tickets and encouraging them to promote sales; the names of new volunteers; bingo dates; new TBPL purchases utilizing Friends earned funds; Buck a Bag sales.
 13. Articles of Incorporation (Meagan) – Cherri Braye of TBPL reviewed the Friends Articles of Incorporation and by-laws and identified necessary amendments by the Government of Ontario's updated rules for non-for-profit organizations. As per FOL constitution and by-laws, a Friends General Meeting will be called to ratify the amendments. Fran and Meagan will prepare a Newsletter outlining the required amendments and inviting our members. The Newsletter will be sent the first week of October, and the General Meeting held on October 11th. Meagan will book the Brodie Media Room.
 14. Charities Directorate Webinars – September 10, 2024.
 - Topic – what you need to know about maintaining a charitable registration. Unfortunately, Fran was unable to connect with the webinar but printed out the presentation and circulated a copy to each executive member.
 15. FOL shirts- placing a new order. Meagan will let Fran know the name of the company supplying the shirts and Fran will call to get prices.
 16. All Adjournment. 4:24 pm

Next Meeting:

October 22, 2024, Hillcrest Condos Common Room

November 26, 2024, Hillcrest Condos Common Room

Administrative Capital Budget Timelines	2024 Approved	2025 Proposed
Capital Module Open in FMW	Early May 2023	May 2024
Capital Envelopes	May 2023	May 2024
Capital Budget Packages to Budget Office (Departments & Outside Boards)	Aug 4, 2023	Aug 2, 2024
Administrative Review of Capital Budgets	Aug 8 - Sept 1, 2023	Aug 6 - 30, 2024
EMT Meetings on Capital Budget	Sept 4 - Sept 13, 2023	Sept 4 - Sept 13, 2024
Final Capital Budget Packages to Budget Office (Departments & Outside Boards)	Sep 18, 2023	Sep 27, 2024

Administrative Operating Budget Timelines	2024 Approved	2025 Proposed
Operating and Salary Plan Modules Open in FMW	July 2023	July 2024
EMT Pre-submission Operating Budget Review	Sept 26, 2023	TBD
Operating Budget Packages to Budget Office (Departments & Outside Boards)	Sept 28, 2023	Sept 27, 2024
Estimated Year-End Forecast in FMW		Sept 27, 2024
Administrative Review of Operating Budgets	Oct 2 - 27, 2023	Oct 1 - 25, 2024
EMT Meetings on Operating Budget	Oct 26 - Nov 3, 2023	Oct 21 - 30, 2024
Final Operating Budget to Budget Office (Departments & Outside Boards)	Nov 7, 2023	Nov 8, 2024
User Fee Schedules to Budget Office	Nov 7, 2023	Nov 8, 2024
Department & Outside Board Overviews Finalized	Nov 7, 2023	Nov 8, 2024
Budget Team – Preparation of Budget Books, Drafting Corporate Report, Community Handbook, Long Term Financial Overview	Nov 8 - Dec 15, 2023	Nov 12 - Dec 13, 2024
Budget Corporate Report Formal Review	Dec 22, 2023	Dec 20, 2024
Budget Package Final Review before Printing	Dec 18 - 22, 2023	Dec 16 - 20, 2024
Budget Books submitted to Print shop	Jan 2, 2024	Jan 6, 2025
Long Term Financial Overview Finalized	Jan 9, 2024	Jan 14, 2025
Detailed Agendas for COW Meetings, and Community Handbook Finalized	Jan 26, 2024	Jan 24, 2025

2025 Budget Calendar

Council Budget Review Process	2024 Approved	2025 Proposed
Budget Directions Report	July 2023	July 2024
Budget Package (Operating and Capital) delivered to City Council	Jan 11, 2024	Jan 10, 2025
Budget Available on Web	Jan 19, 2024	Jan 17, 2025
Long Term Financial Overview	Jan 23, 2024 6:30 pm start	Jan 21, 2025 6:30 pm start
Informal Question and Answer Session (Operating and Capital) - Council Session - Public Session	Jan 25, 2024 4:30 – 5:30 pm 6 – 7:30 pm	Jan 23, 2025 4:30 – 5:30 pm 6 – 7:30 pm
Council Budget Review	Jan 30, Feb 1, 5, 7, 2024 5:00 pm start	Jan 28, 30, Feb 3, 5, 2025 5:00 pm start
Ratification by City Council	Feb 12, 2024	Feb 10, 2025
Council Budget Consultation	March 2024	March 2025
Public Budget Consultation	April 2024	April 2025
Tax Policy	May 2024	May 2025



A. Blankenbaker for (12) years of dedication to the Thunder Bay Public Library, we wish you the very best on your retirement.

(A. Blankenbaker, retired on September 13, 2024)