

**THE THUNDER BAY PUBLIC LIBRARY BOARD**

**REGULAR BOARD MEETING**

Thursday, September 11, 2025 – 5:15 p.m.

Mary J.L. Black 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)**

C. Braye - Director of Resources

**2. ELECTION OF CHAIR**

**3. TRANSFER OF CHAIR**

**4. ELECTION OF VICE-CHAIR**

**5. ADDITIONS TO THE AGENDA**

**6. DECLARATION OF CONFLICT OF INTEREST**

**7. MINUTES**

a) Regular Board Meeting – June 12, 2025

3-5

**MOTION: That the Minutes of the Regular Board Meeting held on Thursday June 12, 2025 be adopted as amended/submitted.**

**8. CONSENT ITEMS – INFORMATION**

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

9. **DECISION ITEMS**

- |    |  |       |
|----|--|-------|
| a) | Election of Board Chair/Vice Chair   | N/A   |
| b) | RFP for the 'Building Consultant (presented to Board by email July 11, 2025) | 7-9   |
| c) | 2026 Capital Budget  | N/A   |
| d) | 2026 Draft Operating Budget  | 10-12 |
| e) | Award of Public PCs  | 13    |
| f) | Procedural change to vetting of Board applicants                             | N/A   |
| g) | New Security Cameras   | N/A   |
| h) | CEO Attendance at CUIC (Oct 16-19)   | N/A   |

10. **DISCUSSION/OTHER BUSINESS**

- |    |  |     |
|----|--|-----|
| a) | RFP Process (C.Brave)  | N/A |
| b) | CULC Attendance (R. Togman   | N/A |
| c) | Attendance at 20265 OLA Super Conference (January 28 - January 31, 2026) | N/A |
| d) | Operational Updates  | N/A |
|    | - UKG (Payroll, HR, Scheduling software)                                 |     |
|    | - Performance management plans development                               |     |
|    | - Hiring of security   |     |
|    | - Main floor washroom timelines  |     |
|    | - Initial architectural designs for WAV reno                             |     |
|    | - Fundraising Updates  | N/A |
|    | • Lakehead Rotary Grant (\$5k annual)                                    |     |
|    | • Paterson/Anderson Foundation application (\$250k)                      |     |
|    | • NOHFC application (\$2 million)  |     |
|    | • City of TBay (release of 2017/2018 \$1.3 million)                      |     |
|    | - Library usage stats moving into Q4                                     |     |

11. **CLOSED SESSION**

**MOTION:** That the Board move into Closed.

**MOTION:** That the Board move out of Closed Session.

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

12. **NEXT MEETING DATE**

October 9, 2023 5:15 p.m. (Brodie)

13. **ADJOURNMENT**

**MOTION:** That the Regular meeting of the Thunder Bay Public Library Board being held on Thursday, September 11, 2025, now adjourn.

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

**Held on Thursday, June 12, 2025  
Waverley Resource Library**

C. Grieve  
C. McCraw  
C. Bagdon  
M. Zussino  
T. Giertuga  
K Fettes  
R. Togman, CEO  
M. Akis, minute taker

Absent: J. Hudyma

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 025-044:** That the Regular Meeting of the Thunder Bay Public Library Board being held on Thursday June 12, 2025 now comes to order at 5:23 p.m.

**1. WELCOME AND INTRODUCTIONS (Observers and Invited Guests)**

M. Ross, Associate Director Development

M. Ross gave a presentation on the upcoming Capital campaign and how Board members can play a role. She presented a timeline and possible ways for people to get involved. She noted that Board training from Capital Campaign Pro was available in July and encouraged everyone to attend. She will follow up with relevant information.

## 2. ADDITIONS TO THE AGENDA

- 6d) Deputation to City Council re: Safety of staff and patrons
- 7a) Resignation of Board member C Bagdon (August 31, 2025)

**MOTION 025-045:** That the Agenda of the June 12, 2025 meeting be approved as amended.

Moved/Seconded: M. Zussino/T. Giertuga  
**CARRIED**

## 3. DECLARATION OF CONFLICT OF INTEREST

No Conflict of Interest was noted

## 4. MINUTES

**MOTION 025-046:** That the Minutes of the Regular meeting held on Thursday May 9, 2025, be adopted as submitted.

Moved/Seconded: M. Zussino/T. Giertuga  
**CARRIED**

## 5. CONSENT ITEMS

- a) Resignation and appreciation of Board member Syed Kabir.

**MOTION 025-047:** That the Correspondence and Reports be received for action and/or information.

Moved/Seconded: T. Giertuga/M. Zussino  
**CARRIED**

## 6. DECISION ITEMS

- a) Electronic vote for Waverley RFP (passed by email vote)

**MOTION 025-048:** That the TBPL Board recommends awarding the RFP-2025-01 Waverley New Bathroom mezzanine expansion to Able Energy and issue a PO for this RFP in the amount of \$71,860 + HST.

Moved/Seconded: C. Grieve/C. McCraw  
**CARRIED**

b) Board Policy - Workplace Violence 5.17

**MOTION 025-049:** That the TBPL Board approve 5.17 Workplace Violence as provided by Administration for review (only review date changed).

Moved/Seconded: C. Bagdon/C. McCraw  
**CARRIED**

c) Board Business during summer recess

**MOTION 025-050:** That the Board approve purchases of more than \$30,000 during summer/recess by email vote/consensus.

Moved/Seconded: C. McCraw/C. Bagdon  
**CARRIED**

d) Deputation to City Council re: Safety of staff and patrons

**MOTION 025-051:** That the TBPL Board agree to have the CEO do a deputation to City Council regarding the safety of the Library staff and patrons.

Moved/Seconded: C. McCraw/C. Fettes  
**CARRIED**

**7. DISCUSSION/OTHER BUSINESS**

7a) Resignation of Board member C Bagdon (August 31, 2025)

**8. CLOSED SESSION**

**MOTION:** That in accordance with PLA Section 16.4, a,e,f, the Board move into Closed Session

**MOTION:** That the Board moves out of Closed Session.

**MOTION:** That the Board approves the motions passed in Closed Session.

**9. NEXT MEETING DATE**

Thursday, September 11, 2025 -Mary JL Black Library @ 5:15 p.m.

## **10. ADJOURNMENT**

The regular meeting of the Thunder Bay Public Library Board being held on Thursday, June 12, 2025 now adjourns at 6:27 p.m.

## memorandum

**To:** TBPL Board

**From:** Richard Togman  
Cherri Braye

**Date:** July 11, 2025

**Subject:** Building Consultant

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### RECOMMENDATION

THAT a contract be awarded to FormStudio Architects to provide professional consulting services related to the renovation and redevelopment of the 70-year-old Waverley Public Library at a cost of \$63,057, without HST, for Phase 1 and 2.

Additional work could be commissioned, based on the results of Phase 1 and 2 for a Class C estimate and procurement strategy with an anticipated cost of \$46,095. In this regard, management is seeking the discretion to move forward, if deemed appropriate, without seeking additional approval from the Board.

### BACKGROUND

Following the City's decision to reject a new Central Library, the focus has shifted to a major retrofit of the Waverley Branch of which a premier children's department will be the highlight. Given the scale and complexity of the proposed renovation, it became clear that the expertise of a building consultant was essential to move the project forward.

Renovating a 70-year-old building is far more than a standard construction project—it is a multifaceted process that demands specialized knowledge, strategic foresight, and a careful balance between preserving historical integrity and meeting modern standards.

Older buildings often hide structural deficiencies, outdated systems, and compliance issues that can lead to costly delays or surprises if not identified early. A building consultant brings the necessary expertise to conduct a thorough needs assessment, evaluate the building's current condition, and create a renovation strategy that respects the building's character while preparing it for the future.

By advising on design, materials, accessibility upgrades, costing, and code compliance, the consultant ensures the vision for the project is realistic, achievable, and aligned with both heritage and functionality. Their guidance helps prevent costly missteps, shortens timelines, and maximizes the return on investment—ensuring this legacy building continues to serve the community for generations to come.

Additionally, to support this work, management has been actively pursuing grant opportunities to help fund the retrofit. These grants require fully developed and accurately costed plans in order to assess the project's feasibility. Such detailed planning could only be accomplished with the input of a qualified external consultant.

To ensure that we obtain the information we needed for decision making we broke the project into 3 distinct phases as follows:

### **Phase 1: Conceptual Design and Planning**

Basic needs assessment that evaluates accessibility issues, condition assessment, and compliance gaps in order to develop conceptual designs based on preliminary internally generated layouts for:

- A reimagined main floor adult library incorporating Indigenous design elements and interpretive features.
- Expansion of the existing mezzanine/third level for administrative offices.
- A lower-level children's library, including a play space and programming room.
- A new, accessible front entrance with a vestibule and modern façade.
- Installation of front-facing windows to increase natural light.
- Foundation repair and structural integrity improvement plan.
- Upgrade elevator (already planned and funded)
- Install main level washrooms (already planned)

### **Phase 2: Preliminary Costing and Compliance**

- Provide detailed preliminary cost estimates for each project element for phasing purposes
- Review compliance with all applicable building codes, heritage preservation guidelines, and accessibility standards (including AODA)
- Identify potential funding sources and phasing options

### **Phase 3: Costing, Material Selection, and Procurement Strategy**

- Provide Class C estimates
- Recommend materials and furniture, and fixtures that are sustainable, cost-effective, and consistent with design goals.
- Suggest procurement methods and schedule for key components (e.g., tenders, prequalified lists).

## **PROCESS**

A Request for Proposal for a Building Consultant was publicly posted on Bids and Tenders on June 19, 2025 with a closing date of July 7, 2025. Three proposals were received and assessed by the Evaluation Committee.

The proposals were evaluated based on the following

- compliance with proposal requirements
- understanding of the proposal requirements including demonstration of the major issues and objectives
- experience of the firm with respect to similar library/heritage projects



- experience, and qualifications of the proponent's team, ability to manage the contract and meet deliverables
- clarity and feasibility of the project plan, including meeting tight timelines and milestones/costing
- strategies for risk management, accessibility complaints, sustainability and quality assurance
- evidence of successful collaboration and problem solving
- cost

Based on the evaluation criteria, the following scoring resulted:

<b><u>Proponent</u></b>	<b><u>Bid Score</u></b>
FormStudio Architects	89
LGA Architectural Partners	87
Brook McIlroy	66

As per the scores, FormStudio Architects submitted the proposal that met Library objectives.

**Thunder Bay Public Library  
2026 Proposed Operating Budget**

**Draft**

**Option 1                      Option 2                      (c+d)**

	(a) 2025 Operating Budget	(b) 2025 Forecast	(c) No Change Except For Wages/Benefits	(d) Inflationary Adjustments	(e) 2026 Budget
<b>REVENUES</b>					
Province of Ontario	227,600	227,600	227,600	24,000	251,600
<b>Library Revenues:</b>					
Non-Res Memberships	7,300	9,500	7,300	2,000	9,300
Ontario Library Service	2,500	3,635	2,500	1,000	3,500
Parking revenue	9,500	9,401	9,500		9,500
Interest revenue	7,000	116,000	7,000	5,000	12,000
Photocopy/internet Print/Micro	3,100	12,000	3,100	8,000	11,100
Lost/damaged materials	2,500	3,600	2,500		2,500
Miscellaneous	66,000	28,390	66,000	(60,000)	6,000
Fundraising	75,000	105,000	75,000	20,000	95,000
<b>TOTAL REVENUE</b>	<b>400,500</b>	<b>515,126</b>	<b>400,500</b>	<b>0</b>	<b>400,500</b>

**Thunder Bay Public Library  
2026 Proposed Operating Budget**

**Draft**

**Option 1                      Option 2                      (b+c+d)**

	(a) 2025 Operating Budget	(b) 2025 Forecast	(c) No Change Except For Wages/Benefits	(d) Inflationary/Expansion Adjustments	(e) 2026 Budget
<b>EXPENDITURES</b>					
Wages	4,726,000	4,480,000	4,804,935		4,804,900
Benefits	1,679,000	1,425,000	1,754,227		1,754,227
Staff development	35,000	35,000	35,000	441	35,441
Security				120,000	120,000
<b>Library Materials &amp; Services:</b>					-
Library materials	149,685	185,000	149,685	3,892	153,577
Processing & cataloguing tools	38,760	39,000	38,760	1,008	39,768
Printing & photocopying	8,670	8,700	8,670	225	8,895
<b>Programming</b>	29,580	57,245	29,580	769	30,349
<b>Automated Systems</b>	220,073	327,600	220,073	11,327	231,400
<b>Building &amp; Equipment:</b>					-
Rent	117,300	116,750	117,300		117,300
Heat	45,798	41,000	45,798	1,191	46,989
Hydro	112,588	128,000	112,588	2,927	115,515
Water	22,848	21,500	22,848	594	23,442
Telephone	8,160	10,970	8,160	212	8,372
Bldg, equip. & grounds mtce	80,557	82,000	80,557	2,094	82,651
Vehicle mtce	8,670	9,700	8,670	225	8,895
Custodial supplies	14,988	15,600	14,988	390	15,378
Insurance	68,940	74,422	68,940	1,792	70,732
<b>Subtotal</b>	<b>7,366,617</b>	<b>7,057,487</b>	<b>7,520,780</b>	<b>147,088</b>	<b>7,667,833</b>

**Thunder Bay Public Library**

# 2026 Proposed Operating Budget

Option 1                      Option 2                      (b+c+d)

	(a) 2025 Operating	(b) 2025 Forecast	(c) No Change Except for	(d) Inflationary Adjustments	(e) 2026
<b>Administrative &amp; General:</b>					-
Postage & shipping	6,317	6,200	6,317	164	6,481
General expense	10,812	10,600	10,812	281	11,093
Stationery & supplies	31,620	35,400	31,620	822	32,442
Health & safety	6,120	6,000	6,120	159	6,279
Mileage & parking	4,728	5,200	4,728	123	4,851
Delivery	16,320	17,500	16,320	424	16,744
Library cards/surveys	4,139	3,360	4,139	108	4,247
Memberships	12,036	12,000	12,036	313	12,349
Advertising	75,000	75,000	75,000	1,950	76,950
Audit fees	14,066	15,712	14,066	366	14,432
Consulting	15,300	20,000	15,300	398	15,698
Fundraising	9,180	9,200	9,180	239	9,419
Board expenses/development	6,630	5,800	6,630	172	6,802
Volunteer expense	1,051	1,100	1,051	27	1,078
Legal fees	10,506	13,500	10,506	273	10,779
Admin contingency	7,658	8,500	7,658	199	7,857
Bank chges/ payroll proc	20,400	32,000	20,400	530	20,930
Subtotal	251,883	277,072	251,883	6,549	258,432

<b>INC IN EXP</b>		<b>154,163</b>	<b>153,637</b>	<b>307,800</b>
<b>TOTAL EXPENDITURES</b>	<b>7,618,500</b>	<b>7,334,559</b>	<b>7,772,663</b>	<b>7,926,300</b>

**NET CITY FUNDS**                      7,218,000                      7,372,163                      7,926,300

% Increase in City Funding

2.14%                      4.26%

Wages only	154,163	2.14%
Inflationary	33,637	0.47%
Subtotal	187,800	2.60%
Security	120,000	1.66%
Total	307,800	4.26%

## memorandum

**To:** TBPL Board

**From:** Richard Togman, CEO  
Cherri Braye, Director of Resources

**Date:** September 4, 2025

**Subject:** Computer Hardware

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### RECOMMENDATION

THAT a purchase order be issued to Grand & Toy for Computer Hardware in the amount of \$43,524.30 including HST funded from Capital - Automation Renewal account based on the original RFQ submissions.

### BACKGROUND

A Request for Quotation was posted on Bids & Tenders on August 20, 2025 for the purchase of 28 PCs to replace the existing 4+ year old computer hardware used by the public. The RFQ closed on September 3, 2025 and the following compliant bids were received:

Bids	Total
Grand & Toy	43,524.30
Cattan	44,232.72
Direct Dial	46,394.36
Teleco	46,394.36
Venture	46,902.50
IT Express	50,006.70
Ridgeall Consulting	50,410.55
Ana	52,834.37
Atlas	59,779.03

We recommend awarding the order to Grand & Toy as they are the lowest bidder.

### Source of Funding

The purchase is being funded from the 2025 capital funding for automation renewal.