Thunder Bay Public Library

THUNDER BAY PUBLIC LIBRARY BOARD
Minutes of the Regular Board Meeting

Held on Thursday, September 11, 2025
Mary J L Black Library

C. Grieve
C. McCraw
M. Zussino
T. Giertuga
K Fettes
J. Hudyma
R. Togman, CEO
C Braye, minute taker

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: That the Regular Meeting of the Thunder Bay Public Library Board being held on Thursday September 11, 2025 now comes to order at 5:22 p.m.

1. WELCOME AND INTRODUCTIONS (Observers and Invited Guests)

R Gracey - CUPE 87-18 Rep
J O'Flaherty - CUPE 3120 Rep

2. ADDITIONS TO THE AGENDA

6g) Approval of the Capital Campaign

MOTION : That the agenda of the September 11, 2025 meeting be approved as amended.

Moved/Seconded: T. Giertuga/C. McCraw
CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

No Conflict of Interest was noted

4. MINUTES

MOTION: That the Minutes of the Regular meeting held on Thursday June 12, 2025, be adopted as submitted.

Moved/Seconded: C.McCraw/J. Hudyma
CARRIED

5. CONSENT ITEMS – INFORMATION

None

MOTION : That no Correspondence and Reports were received for action and/or information.

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

6. DECISION ITEMS

a) Election of Board Chair

Nominations
T. Giertuga nominated C.McCraw for Board Chair – no other nominations
C. Grieve nominated J.Hudyma for Vice Chair – no other nominations

MOTION : That the Board approve the election of the Board Chair and Vice Chair as follows Chair Charmaine acclaimed and Jordan acclaimed as Vice Chair.

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

b) Building Consultant (passed by email vote)

MOTION: That the Board confirm the award of the Building Consultant contract to Form Architecture at a cost of $63,057 plus HST.

Moved/Seconded: M. Zussino/K. Fettes
Carried

c) 2026 Capital Budget

MOTION: That the Board approves the 2026 Capital Budget submission in the amount of $1,114,880 which includes $914,880 per the City's capital envelope plus $200,000 for the replacement of the elevator shaft/car at Waverley Library.

Moved/Seconded: M. Zussino/C. Grieve
CARRIED

d) 2026 Operating Budget

MOTION: That the Board approve the 2026 Operating Budget submission in the amount of $7,526,600 which represents a 4.28% increase over 2025 including $121,000 for security guards.

Moved/Seconded: T. Giertuga/J. Hudyma
CARRIED

e) Award of Public Computer

MOTION: That the Board approve the issuance of a purchase order for computer hardware to Grand & Toy in the amount of $43,524.30 including HST based on the original RFQ submissions.

Moved/Seconded: K. Fettes/M. Zussino
CARRIED

f) Procedural Change to Vetting of Board Members

MOTION: That the Board approve the motion to have the CEO and Board Chair work with the City clerk's office regarding the appointment process for new Board members.

Moved/Seconded: C. Grieve/J. Hudyma
CARRIED

g) Approve the Capital Campaign

MOTION: That the Library Board endorse the capital campaign to support the fundraising needs associated with the Waverley Renovation Project.

MOVED/SECONDED: M. Zussino/C. Grieve
CARRIED

7. DISCUSSION/OTHER BUSINESS

a) C Braye explained that an RFP is used for complex, high-value or critical projects where the best choice involves factors beyond just price, such as quality, technical expertise, innovation, and service. A tender or a quote is awarded purely based on price

b) CULC Attendance – R. Togman – Winnipeg – October 16-19, 2025

c) Attendance at 2026 OLA Superconference – deferred to next meeting

d) Operational Updates

i) UKG – HRIS system encompassing payroll, HR, timekeeping, time off, recruitment and performance management

ii) Performance management plans being developed for staff with metrics, goals and individualized to job descriptions

iii) Hiring of security guards – working out well at Waverley and Brodie

iv) New Security cameras with facial recognition – legal review being done, Verkada is the vendor

v) Main floor washroom timelines – advised that it would be done in the early winter - Nov-March estimated construction window

vi) Initial architectural plans for Wav Renovation – reviewed draft drawings

vii) Fundraising updates
- Lakehead Rotary Grant in the amount of $5k received
- Paterson/Andrews Foundation application submitted for $250k
- NOHFC application submitted for $2 million
- City of Thunder Bay released the $1.3 million allocated in 2017/18

8. **CLOSED SESSION**

MOTION: That 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, October 9, 2025 - Brodie Library @ 5:15 p.m.

10. ADJOURNMENT

The regular meeting of the Thunder Bay Public Library Board being held on Thursday, September 11, 2025 now adjourns at 6:27 p.m.