



THUNDER BAY PUBLIC LIBRARY BOARD
Agenda of the Regular Board Meeting

Held on Thursday, Dec 11, 2025
MJLB Library

C. McCraw, Chair
J. Hudyma, Vice Chair

C. Grieve
D. DeBenedet
I. Dew
K Fettes
R. Antony
T. Giertuga
M. Zussino

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.

1) CALL TO ORDER

Motion: That the Regular Meeting of the Thunder Bay Public Library Board being held on Dec 11, 2025 now comes to order at 5:17 pm.

2) WELCOME NEW BOARD MEMBERS

- Dayna DeBenedet
- Roshni Antony
- Ian Dew

3) ADDITIONS TO THE AGENDA

Motion: That the agenda of the Dec 11, 2025 meeting be approved as amended.

Moved/Seconded: M Zussino, T Giertuga
Carried

4) DECLARATION OF CONFLICT OF INTEREST

5) MINUTES

MOTION: That the Minutes of the Regular meeting held on Thursday Nov 13, 2025, be adopted as submitted.

Moved/Seconded: C Grieve, M Zussino
Carried

6) CONSENT ITEMS – INFORMATION

- a) Friends of the Library minutes

MOTION : That the Correspondence and Reports were received for information.

Moved/Seconded: D DeBenedet, C Grieve
Carried

7) DECISION ITEMS

- a) Board Committee Nominations

Motion: That the Board nominate Dayna DeBenedet, Charmaine McCraw, Michael Zussino to the Finance Committee and Charmaine McCraw, Kelley Fettes, Carol Grieve, Roshni Antony to the HR Committee.

Moved/Seconded: J Hudyma, C Grieve
Carried

- b) Board By-Law Revisions

Motion: That the Board adopt the proposed revisions to the Board By-Laws as presented.

Moved/Seconded: C Grieve, T Giertuga
Carried

- c) Transfer of Funds

Motion: That the Board of the Thunder Bay Public Library transfers the interest income earned as at December 31, 2025 to the Library Major Capital Fund.

Moved/Seconded: M Zussino, K Fettes
Carried



d) Transfer of Funds (2)

Motion: That the Board of the Thunder Bay Public Library transfers 75% of any December 31, 2025 operating surplus from the general fund accumulated surplus to the Library Major Capital Fund for Waverley renovations.

Moved/Seconded: M Zussino, J Hudyma
Carried

e) Approval of 2026 Meeting Calendar

Motion: That the Board approve the 2026 Board meeting calendar as presented.

Moved/Seconded: K Fettes, T Giertuga
Carried

f) Waverley Architectural Contractors

Motion: That the Board approve the hiring of FormStudio Architecture to complete the design and oversee the Waverley Library renovations for approximately \$565,000+hst.

Moved/Seconded: M Zussino, J Hudyma
Carried

g) Award for County Park program room construction

Motion: That the Board award the RFQ 2025-04 County Park New Programming Room to SRL Contracting Corp and issue a PO for this RFQ in the amount \$72,927.14 plus HST.

Moved/Seconded: C Grieve, J Hudyma
Carried

7) DISCUSSION/OTHER BUSINESS

a) Creation of Board Member Handbook

Charmaine to lead the creation of a new Board Member Handbook with the assistance of an ad hoc committee to be formed in 2026.

b) Board Email Addresses



Board members will submit the email address of their choosing (and if they desire a tbpl email address) to Dely who will circulate the list for Board reference.

c) Food at Board Meetings

Dely to arrange for food for approximately 6 people per meeting with vegetable options.

d) Letter of Support Requests

When possible all letter of support requests to come to the full Board and when time does not permit they shall go to the Board Executive.

e) Bill C-15 (ILLO)

At this time Board members may choose to be involved individually. The Board may review a formal position on this in January.

8) CLOSED SESSION

MOTION: That the Board move into Closed Session at 6:57 pm.

Moved/Seconded: C Grieve, M Zussino
Carried

MOTION: That the Board moves out of Closed Session at 7:56pm.

Moved/Seconded: D Debenedet, M Zussino
Carried

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

Moved/Seconded: M Zussino, C Grieve
Carried

9) NEXT MEETING DATE

January 8, 2026 - @ 5:15 p.m.

10) ADJOURNMENT

The regular meeting of the Thunder Bay Public Library Board being held on Dec 11, 2025 now adjourns at 7:57 p.m.