



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

**Held on Thursday, April 09, 2026  
County Park Library**

**Present:**

C. McCraw, Chair  
J. Hudyma, Vice Chair  
C. Grieve  
D. DeBenedet  
M. Zussino  
K. Fettes  
T. Giertuga

**Regrets:**

I. Dew  
R. Antony

**Staff in Attendance:**

R. Togman, CEO  
Ch. Braye, Director of Resources  
R. Gracey, Collection Development Librarian  
D. Goicochea, Administrative Assistant  
M. Demillo and James Czank, representatives of CUPE Local 3120

**Guests in Attendance:**

L. Bauer, Partner, MNP LLP  
A. Berezowski, Senior Manager, MNP LLP

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**

Chair McCraw called the Regular Meeting of the Thunder Bay Public Library Board to order at 5.20 pm.

**2) ADDITIONS TO THE AGENDA**



Chair McCraw called for additions to the agenda. No additions were noted.

**MOTION:** THAT the Board approved the agenda for Apr 9, 2026 as presented.

Moved/Seconded: T. Giertuga, C. Grieve  
CARRIED

**3) DECLARATION OF CONFLICT OF INTEREST**

Chair McCraw called for declarations, no conflicts of interest were declared.

**4) BOARD EDUCATION**

a) Library Staff sharing overview of Library Activities

The Collection Development Librarian shared an overview of the Automatic Release Program (ARP), outlining the process from publishers through to delivery, copy cataloguing, and adding materials to the library catalogue for patron access.

b) Governance Learning Opportunity

Chair McCraw shared information about an OLA webinar on library board governance and roles to be held in April.

Action: Charmaine to confirm whether the webinar will be recorded in addition to being offered live.

**5) MINUTES**

Chair McCraw called for corrections to the minutes of Mar 12, 2026. There were no corrections noted.

**MOTION:** THAT the Board accepts the minutes of the Mar 12, 2026 meeting as presented.

Moved/Seconded: D. DeBenedet, M. Zussino  
CARRIED

**6) CONSENT ITEMS – INFORMATION**

a) Friends of the Library minutes

Chair McCraw called for discussion of the minutes, no discussion was noted.

**MOTION:** THAT the Board accept the minutes of the Friends of TBPL.

Moved/Seconded: T. Giertuga, C. Grieve

CARRIED

## 7) **DECISION ITEMS**

### a) Auditor Report

The auditors reviewed their report detailing the financial statements of TBPL and compliance with best practices in accounting and legal compliance. No concerns were identified.

**Motion:** THAT the Board accepts the auditors report presented to the Board on Apr 9 2026.

Moved/Seconded: K. Fettes, T. Giertuga

CARRIED

### b) Minor amendment to Board By-Law 3.8 - Chair approval of expenses

The Board Chair and CEO discussed a minor revision to Board By-Law 3.8 regarding approvals for CEO expenses. The proposal is to substitute the words “by signature” for “in writing” to allow approvals to be approved via electronic means by the Board Chair instead of requiring an ‘ink’ signature.

**Motion:** THAT the Board approves the revision to By-Law 3.8 as presented.

Moved/Seconded: K. Fettes, J. Hudyma

CARRIED

### c) Library Policy on Political Elections

The Board Chair discussed the need to have a written policy regarding political elections and reviewed the draft policy. No comments or objections were noted.

**Motion:** THAT the Board approves the policy on political elections as presented.

Moved/Seconded: K. Fettes, J. Hudyma

CARRIED

## 8) **DISCUSSION/OTHER BUSINESS**

a) Social Procurement Policy - analysis of 2025

Library CEO reviewed progress on achieving the Board policy regarding social procurement. The goal was to achieve 10% minimum spend and in 2025 the Library had achieved a 62% spend in line with the policy.

b) Hamilton Public Library - Central Library entry system

Library CEO discussed new measures being taken by the Hamilton Central Library to prevent unwanted behaviours in the branch, which includes requiring the public to show their Library card to staff/security prior to entrance to the building.

Action: The Library CEO will attend an upcoming CEO Networking Meeting and will take the opportunity to connect with the CEO of Hamilton Public Library to discuss the context of this measure and how it has been working so far

## 9) CLOSED SESSION

**MOTION:** That the Board move into Closed Session at 6:15 pm.  
Moved/Seconded: J. Hudyma, T. Giertuga  
Carried

**MOTION:** That the Board moves out of Closed Session at 6:50 pm.  
Moved/Seconded: J. Hudyma, T. Giertuga  
Carried

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

Moved/Seconded: K Fettes, T Giertuga  
Carried

## 10) NEXT MEETING DATE

May 14, 2026 - Mary J.L. Black Library @ 5:15 p.m.

## 11) ADJOURNMENT

The regular meeting of the Thunder Bay Public Library Board being held on April 09, 2026 now adjourns at 6:55 p.m.

