



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

**Held on Thursday, June 11, 2026
County Park Library**

Present:

C. McCraw, Chair
J. Hudyma, Vice Chair
C. Grieve
D. DeBenedet
T. Giertuga
R. Antony

Regrets:

I. Dew
K. Fettes
M. Zussino

Staff in Attendance:

R. Togman, CEO
D. Goicochea, Administrative Assistant
A. Ongaro, Research Department
R. Hamlin-Douglas, Head Librarian

Guests in Attendance:

M. Mills, FormStudio Architects
S. Shukor, FormStudio Architects
G. Heritier, FormStudio Architects

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 5:15 pm.

2) ADDITIONS TO THE AGENDA

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

MOTION: THAT the Board approves the agenda for May 13, 2026, as presented.

Moved/Seconded: C. Grieve, D. DeBenedet
CARRIED

3) DECLARATION OF CONFLICT OF INTEREST

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

4) BOARD EDUCATION

a) Library Operations Education

The Research Librarian provided an overview of the department and highlighted key services and resources available to patrons, including research assistance; access to information resources; technology support through Tech Help Coaches; Small Business Support services and databases; and Local History services, projects, programming, and statistics.

5) MINUTES

Chair McCraw called for corrections to the minutes of April 09, 2026. There were no corrections noted.

MOTION: THAT the Board accepts the minutes of the April 09, 2026, meeting as presented.

Moved/Seconded: T. Giertuga, D. DeBenedet
CARRIED

6) CONSENT ITEMS – INFORMATION

Friends of the Library minutes

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

MOTION: THAT the Board accepts the minutes of the Friends of TBPL.

Moved/Seconded: T. Giertuga, D. DeBenedet

CARRIED

7) DECISION ITEMS

a) Review Workplace Harassment Policy

The revised Workplace Harassment Policy was presented to the Board for approval.

Motion: THAT the Board approve the revised Workplace Harassment Policy as presented.

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

b) Board Approval of Revised Financial Policies

The revised Financial Policies were presented to the Board for approval.

Motion: THAT the Board approve the revised Financial Policies as presented.

Moved/Seconded: D. DeBenedet, T. Giertuga
CARRIED

c) Approval of Elevator Replacement Contract

The Waverley Library elevator is over 25 years past its expected lifespan and needs to be replaced. We received dedicated funding from the City to help offset the cost of replacement and modernization of the elevator infrastructure. Our current provider is Otis, and they have quoted the replacement and modernization. The lead time is 44 weeks from order until work is completed.

Motion: That the Board approve the sole source contract to Otis Elevator Company for the modernization of the Waverley elevator at a cost of \$247,200+GST.

Moved/Seconded: R. Antony, J. Hudyma
CARRIED

8) DISCUSSION/OTHER BUSINESS

a) WAV reno update - architect's presentation

The architects provided an update on the WAV renovation project, including recent progress, design developments, and project milestones.

b) Website update – Board of Directors section

A walkthrough of the website was presented to review the changes and improvements made in this section to create a more user-friendly experience.

c) Updating Numbering of the Board Policies

It was reported that the numbering of the Board Policies was updated and standardized. Previously, some policies had been removed without adjusting the numbering, which created gaps and inconsistencies. The structure was revised to ensure a clear and sequential order across all policy sections

9) CLOSED SESSION

MOTION: That the Board move into Closed Session at 6:19 pm.
Moved/Seconded: C. Grieve, D. DeBenedet
Carried

MOTION: That the Board move out of Closed Session at 7:16 pm.
Moved/Seconded: D. DeBenedet, R. Antony
Carried

MOTION: That the Board approve the motions passed in Closed Session.
Moved/Seconded: C. Grieve, T.Giertuga
Carried

10) NEXT MEETING DATE

September 10, 2026 - MJLB Library @ 5:15 p.m.

11) ADJOURNMENT - Board Annual Dinner

The regular meeting of the Thunder Bay Public Library Board, being held on June 11, 2026, now adjourns at 7:17 p.m.