



# **NOTICE OF MEETING**

Okanagan Regional Library Board  
will meet Wednesday, October 5, 2022  
Library Administration Building  
1430 KLO Road, Kelowna, BC

**REGULAR MEETING**  
**10:00 am – 10:30 am**

**IN-CAMERA MEETING**  
**10:30 am – 10:40 am**

**REGULAR AGENDA  
LIBRARY BOARD MEETING  
TO BE HELD WEDNESDAY, OCTOBER 5, 2022  
1430 KLO ROAD, KELOWNA, BC  
10:00 AM – 10:30 AM**

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*"The purposes of this (Library Act) are...to encourage the extension and use of public library service throughout British Columbia...to enable the delivery of public service in British Columbia...to support improvements in Public Library service."*

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**1. ROLL CALL / ESTABLISH QUORUM** (*A majority of all the members of the library board is a quorum: 13+*)

**2. CALL TO ORDER / INTRODUCTION OF GUESTS**

**3. ADOPTION OF THE AGENDA**

*RECOMMENDATION # 1  
THAT the Agenda be adopted.*

**4. ADOPTION OF PREVIOUS MINUTES** (attached, pgs. 3 - 6)

*RECOMMENDATION # 2  
THAT the Minutes of the Regular Library Board Meeting held August 31, 2022 be approved.*

**5. FINANCE COMMITTEE REPORT** – Chair Doug Findlater

**5.1. 2023 Budget Vote** (File 100.41) – CFO Jeremy Feddersen  
(The Budget Report can be found on pages 9 – 18, Item 5.1, of the August 31, 2022, Board Agenda package on the ORL website)  
[ORL Board Agenda - August 31, 2022](#)

*FINANCE COMMITTEE RECOMMENDATION # 3  
THAT the 2023 draft Budget be approved with a levy funding requirement of \$19,661,808 as presented in the Budget Report from August 2022.  
By weighted vote.*

**5.2. 2023 Library Levy Allocation Spreadsheet** – CFO Jeremy Feddersen  
(The Levy Spreadsheet can be found on page 19, Item 5.2, of the August 31, 2022, Board Agenda package on the ORL website)  
[ORL Board Agenda - August 31, 2022](#)

*RECOMMENDATION # 4  
THAT the 2023 Library Levy Allocation Spreadsheet be received for information.*

## **6. BOARD CHAIR REPORT – Sherry Philpott-Adhikary**

### **6.1. Appointment of Nominations Committee**

Board Policy Section II. D: Nominations Committee:

*The Okanagan Regional Library Nominations Committee is appointed by the Board Chair at the last meeting of each year. The term of the Committee ends with the election of new Committee Chairs, and a new Board Chair, and Vice-Chair, usually at the February Board meeting. The Nominations Committee, (three Board Members) as appointed by the outgoing Board Chair at the last meeting of the previous year, shall divide up the contact work, and report to the outgoing Board Chair, with a copy to the Chief Executive Officer, at least 10 days prior to the February Annual Board meeting, so that the Nominations Committee Report can be included in the February Board Package. Contact information for all Board Members is provided by Library Administration.*

## **7. TRUSTEE REPORTS**

An opportunity for board members to report on any library related activities in their region

## **8. BOARD MEETING SCHEDULE – 2023 (attached pg. 7)**

**RECOMMENDATION # 5**

***THAT the Board Meeting Schedule for year 2023 be approved as presented.***

## **9. NEXT MEETING – See Item 8 above (if the schedule is approved, the next meeting will be Wednesday, February 15, 2023)**

## **10. MOTION TO ADJOURN**

Note: These Minutes have not yet been  
Approved by the Library Board:

**DRAFT MINUTES  
LIBRARY BOARD REGULAR MEETING  
HELD AT 1430 KLO ROAD, KELOWNA, BC  
AND VIRTUALLY  
WEDNESDAY, AUGUST 31, 2022**

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*"The purposes of this (Library Act) are...to encourage the extension and use of public library service throughout British Columbia...to enable the delivery of public service in British Columbia...to support improvements in Public Library service."*

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**TRUSTEES IN ATTENDANCE:**

Pat Cochrane, Coldstream	Michael Brooks-Hill, Revelstoke
Tundra Baird, Enderby	Louise Wallace Richmond, Salmon Arm
Caleb Moss, Golden	Erin Carlson, Summerland
Loyal Wooldridge, Kelowna	Kari Gares, Vernon
Sherry Philpott-Adhikary, Keremeos	Doug Findlater, West Kelowna
Todd McKenzie, Lake Country	Wayne Carson, RDCO
Lori Mindnich, Lumby	Jay Simpson, RDCS
David Mattes, Oliver	Subrina Monteith, RDOS
Brian Harvey, Osoyoos	Amanda Shatzko, RDNO
George Elliott, Princeton	

**TRUSTEES ABSENT:**

Linda Fisher, Armstrong	Todd York, Spallumcheen
Patrick Van Minsel, Peachland	Jordan Coble, WFN
Bob Evans, Sicamous	

**ADMINISTRATIVE STAFF IN ATTENDANCE:**

Don Nettleton, Chief Executive Officer  
Jeremy Feddersen, Chief Financial Officer  
Christine McPhee, Director of Public Services  
Danielle Hubbard, Director of Public Services  
Leslie Brecht, Director of Human Resources  
Jeff Campbell, Chief Technology Officer  
Michal Utko, Director of Marketing and Communications  
Leah Samson, Administrative Services Manager (Recording Secretary)

**GUESTS IN ATTENDANCE:**

Ashley Machum, PEA President, ORL Chapter  
Nicole Cabrejos, CUPE President, ORL Chapter

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**ESTABLISH QUORUM** (*A majority of all the members of the library board is a quorum: 13+*)  
Quorum was established with 19 trustees in attendance.

**1. CALL TO ORDER / INTRODUCTION OF GUESTS**

Chair Sherry Philpott-Adhikary called the meeting to order at 11:00 AM and introduced the guests.

**2. ADOPTION OF THE AGENDA**

*MOTION #1  
IT WAS MOVED AND SECONDED  
THAT the Agenda be adopted.  
CARRIED*

**3. ADOPTION OF PREVIOUS MINUTES**

*MOTION #2*

*IT WAS MOVED AND SECONDED*

*THAT the draft minutes of the Regular Library Board Meeting held May 18, 2022, be approved.*

*CARRIED*

Vice-Chair Erin Carlson took over chairing the remainder of the meeting.

**4. REVISED WEIGHTED VOTES: MEMO** – Administrative Services Manager Leah Samson

*MOTION #3*

*IT WAS MOVED AND SECONDED*

*THAT the memo and revised Weighted Vote Sheet be received for information.*

*CARRIED*

**5. FINANCE COMMITTEE REPORT** – Chair Doug Findlater

*MOTION #4*

*IT WAS MOVED AND SECONDED*

*THAT the in-camera Finance Committee budget items be brought forward into the open meeting for discussion.*

*CARRIED*

**5.1. 2023 Budget Report** (File No. 100.41) – CFO Jeremy Feddersen

Jeremy Feddersen presented a report of key items in the draft 2023 budget.

Discussion was held around the Peer Navigator Program. Staff will prepare a letter to Kelowna Mayor and Council that explains the program, its impact, current funding model and the sustaining funding needed to continue.

RDCO Trustee Wayne Carson reported on a funding request from the volunteer library director at the North Westside Community Book Deposit for the board's consideration.

*MOTION #5*

*IT WAS MOVED AND SECONDED*

*THAT the 2023 Budget be approved with a levy funding requirement of \$19,661,808 as presented in the Budget Report.*

*By weighted vote*

*For: 172*

*Opposed: 196*

*DEFEATED BY WEIGHTED VOTE.*

The budget vote will be held on October 5, 2022.

**5.2. 2023 Library Levy Allocation Spreadsheet** – CFO Jeremy Feddersen

The spreadsheet will form part of the budget vote on October 5, 2022.

## 6. STAFF REPORTS

### 6.1. CEO REPORT – Don Nettleton

#### 6.1a) Report to the Board

Today marks Don Nettleton's last day with the ORL - he is retiring after 28 years as CFO and CEO since 2018. He expressed his gratitude to the board and staff for their support and for the privilege of working with the ORL. He then introduced Danielle Hubbard as the new Public Services Director, who has past librarianship at the Greater Victoria Public Library, the Salt Spring Island Public Library, and the Western Manitoba Regional Library, where she worked as the Director of Library Services.

#### *MOTION # 6*

#### *IT WAS MOVED AND SECONDED*

*THAT the CEO Report be received for information.*

*CARRIED*

**6.1b)** ABCPLD: new Strategic Initiatives Fund dedicated to advancing public library advocacy (pgs. 23 – 25)

#### *MOTION #7*

#### *IT WAS MOVED AND SECONDED*

*THAT the ORL Board support the ABCPLD Strategic Initiative Fund with a one-time contribution of \$20,000 from the strategic planning reserve.*

*By weighted vote*

*For: 368*

*Opposed: 0*

*CARRIED UNANIMOUSLY BY WEIGHTED VOTE*

### 6.2. CFO REPORT: Financial Update (File 100.42) - Jeremy Feddersen

Jeremy Feddersen reported that the ORL has received the government relief and recovery grant. He advised that there are no areas of concern for the board at this time.

#### *MOTION #8*

#### *IT WAS MOVED AND SECONDED*

*THAT the CFO Financial Update Report to June 30, 2022, be received for information.*

*CARRIED*

Osoyoos Trustee Brian Harvey left the meeting at 12:04 pm.

### 6.3. CTO REPORT: Security Audit – Jeff Campbell

The board heard a report on the findings of the annual security audit.

#### *MOTION #9*

#### *IT WAS MOVED AND SECONDED*

*THAT the security audit report be received for information.*

*CARRIED*

**6.4. PUBLIC SERVICES REPORT: 'Library of Things PLayer' Presentation – Kara Desimone, Community Learning and Assessment Coordinator**

The board viewed a presentation of the ORL's PLayer childhood active collection.

**7. BOARD CHAIR REPORT – Sherry Philpott-Adhikary**

On behalf of the Board, Sherry Philpott-Adhikary congratulated Don Nettleton on his retirement and thanked him for his dedication and commitment to the ORL.

**8. TRUSTEE REPORTS**

Lumby Trustee Lori Mindnich suggested that trustees approach Minister Malcolmson, Mental Health and Addictions, at the upcoming UBCM convention to discuss any funding opportunities to support the Peer Navigator Program.

**9. NEXT MEETING – Wednesday, October 5, 2022**

**10. MOTION TO ADJOURN**

*MOTION #10  
IT WAS MOVED AND SECONDED  
THAT the meeting be adjourned.  
CARRIED*

Adjourned at 12:23 PM

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## LIBRARY BOARD MEETING SCHEDULE YEAR 2023

### BOARD POLICY & REGULATIONS

#### SECTION II: BOARD ORGANIZATION AND STRUCTURE, PART A: MEETINGS, REGULAR BOARD MEETING SCHEDULE

*“There shall be four regular meetings of the Board in each year and such other meetings as the Board may decide. Regular meetings will be held in February, May, September, and November, except in years when municipal elections are held. In years when there is a municipal election, meetings will be held in February, May, September, and October.”*

In-Camera Meetings begin at 9:30 AM (subject to change)  
Regular Meetings begin immediately following adjournment of the In-Camera Meeting,  
generally, at 10:00 AM (subject to change)

Meetings are hybrid and held virtually  
or in the Library Administration Building Boardroom  
1430 KLO Road, Kelowna, BC

<b>Wednesday February 15</b>	Regular Meeting / AGM
<b>Wednesday May 17</b>	Regular Meeting
<b>Wednesday September 13*</b>	Regular Meeting
<b>Wednesday November 15</b>	Regular Meeting

#### Dates of Interest to Library Board Trustees:

**BC Library Association Annual Conference**  
April 12 – 14, 2023 (Richmond, Sheraton Vancouver Airport Hotel)

**SILGA AGM and Convention**  
April 25 – 28, 2023 (Vernon)

**UBCM Convention**  
September 18 – 22, 2023 (Vancouver)

**\*Note:**

The September Board meeting has been moved from the third Wednesday in September to the second Wednesday to avoid conflict with the UBCM Convention.