

**MINUTES  
LIBRARY BOARD REGULAR MEETING  
HELD VIRTUALLY VIA MICROSOFT TEAMS  
WEDNESDAY, SEPTEMBER 16, 2020**

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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:**

Karla Kozakevich, OSRD, Board Chair  
Pat Cochrane, Coldstream  
Tundra Baird, Enderby  
Loyal Wooldridge, Kelowna  
Sherry Philpott-Adhikary, Keremeos  
Todd McKenzie, Lake Country  
Lori Mindnich, Lumby  
David Mattes, Oliver  
Brian Harvey, Osoyoos  
Michael Brooks-Hill, Revelstoke

Tim Lavery, Salmon Arm  
Andrew Casson, Spallumcheen  
Erin Carlson, Summerland  
Kari Gares, Vernon  
Jason Friesen, West Kelowna  
Wayne Carson, CORD  
Jay Simpson, CSRD  
Amanda Shatzko, NORD  
Caleb Moss, Golden  
Christopher Derickson, WFN

**TRUSTEES ABSENT:**

Linda Fisher, Armstrong  
Patrick Van Minsel, Peachland

George Elliott, Princeton  
Bob Evans, Sicamous

**GUESTS:**

Rose Jurkic, CUPE President

James Laitinen, PEA President

**LIBRARY STAFF IN ATTENDANCE:**

Don Nettleton, Chief Executive Officer  
Christine McPhee, Director of Public Services South  
Jeremy Sundin, Chief Financial Officer  
Jeff Campbell, Chief Technology Officer  
Michal Utko, Director of Marketing and Communications  
Leah Samson, Recording Secretary

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

The meeting was called to order at 10:54 AM. Quorum was established and the guests were introduced.

**2. ADOPTION OF THE AGENDA**

*MOTION 1*

*It was moved and seconded  
THAT the Agenda be adopted.  
CARRIED*

### 3. APPROVAL OF THE PREVIOUS MINUTES

*MOTION 2*

*It was moved and seconded*

*THAT the Minutes of the Regular Library Board Meeting held May 20, 2020 be approved as presented.*

*CARRIED*

### 4. WEIGHTED VOTE SHEET YEAR 2020/2021 – CFO Jeremy Sundin

#### a) **Memo: Changes to Weighted Votes and Updated Weighted Vote Sheet**

The updated population figures are received annually from the province.

*MOTION 3*

*It was moved and seconded*

*THAT the 2020/2021 Weighted Vote Sheet be accepted as presented.*

*CARRIED*

In accordance with the Library Act and Library Board Policy, the updated weighted vote figures will be used when the Board votes on questions involving the expenditure of money.

### 5. FINANCE COMMITTEE REPORT – Chair David Mattes

#### a) **Financial Update Report to July 31, 2020 – CFO Jeremy Sundin**

The Board heard a report on the status of the ORL's finances to July 31, 2020.

**COVID-19 Impacts:**

The ORL initially reduced spending on staffing and facility operating costs due to temporary closures in response to the pandemic. With branches reopened, the ORL is now incurring added expenses due to the cost of personal protective equipment, safety measures, increased janitorial service, cleaning and sanitization supplies, as well as additional costs for virtual services that are being maintained. Although the pandemic has had an impact, the ORL's finances are generally consistent with expectation and there does not appear to be anything that requires specific Board attention at this time.

*MOTION 4*

*It was moved and seconded*

*THAT the CFO Financial Update Report to July 31, 2020 be received for information.*

*CARRIED*

**b) 2021 Budget Report – CFO Jeremy Sundin**

The Board heard a report and received a recommendation from the Board Finance Committee regarding the 2021 budget. The recommended budget includes a 0.75% funding increase. For most members, this will work out to a decrease in the per capita cost in 2021 compared to 2020. The Board will vote on approving the 2021 budget at their next regular meeting on November 18, 2020.

**6. STAFF REPORTS**

**a) CEO Report – CEO Don Nettleton**

The Board heard a report on library activities, including that:

- the ORL's public service levels are currently at approximately 60% of pre-Covid levels;
- the BC CDC/Ministry of Health has released library specific guidelines, which are quite broad and leave the application guidelines to each specific library operator;
- plans are underway to reopen some maker-spaces. The Westside Learning Lab will reopen at the end of September with restricted usage and safety protocols. The Revelstoke Branch makerspace project has been delayed due to impacts from the pandemic;
- renovation of the Golden Branch is complete, including new floors and paint. The branch has reopened to the public;
- the community has provided positive feedback on the new location for the Oliver Branch;
- the fine free period remains in effect;
- the ORL's strategic planning project has been delayed due to impacts from the pandemic;
- virtual programs that have been developed and presented both in local branches and systemwide;
- 1,377 children participated in the province-wide virtual Summer Reading Club. Although fewer children participated than in previous years, ORL ranked very high compared to other libraries in BC.

*MOTION 5*

*It was moved and seconded*

*THAT the CEO Report be received for information.*

*CARRIED*

**b) Public Services Report – DPS Christine McPhee**

The Board heard a report on public service activities including:

- how services have been restored after being significantly impacted by the pandemic. The ORL's phased approach to service has progressed from virtual service to curb side service to the current browse and borrow service;
- online youth service programs and activities offered with funding assistance from the BC Ministry of Education;
- plans to safely pilot in-person programming and have them available system-wide by the beginning of 2021;
- improvements to services for the print disabled;
- the creation of new virtual adult programs;
- the production of STEAM programs and videos for all ages;
- virtual services offered including chat, phone and email;
- that the new Community Learning & Assessment Coordinator position has been filled;
- areas that are being developed over the next quarter;
- strategic system-wide program planning for winter 2021.

*MOTION 6*

*It was moved and seconded*

*THAT the Public Services Report be received for information.*

*CARRIED*

**7. BOARD CHAIR REPORT – Karla Kozakevich**

Chair Kozakevich thanked CEO Don Nettleton and his team for their work over the course of the pandemic.

**8. BC LIBRARY TRUSTEES' ASSOCIATION (BCLTA) REPORT – Liaison Erin Carlson**

Councillor Carlson reported that the BCLTA welcomed their new Executive Director Jerrilyn Schembri. The Board was encouraged to attend the virtual 2020 AGM and educational sessions to be held in October.

**9. TRUSTEE REPORTS**

Trustees reported on library related activities in their communities.

**10. NEXT MEETING** – Wednesday, November 18, 2020

**11. ADJOURNMENT**

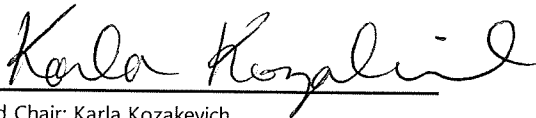
*MOTION 7*

*It was moved and seconded*

*THAT the regular meeting of the Board of Trustees be adjourned.*

*CARRIED*

The meeting adjourned at 11:45 AM.

X 

Board Chair: Karla Kozakevich

Approved & Signed: November 18, 2020

