

MINUTES
REGULAR BOARD OF TRUSTEES MEETING
OF THE OKANAGAN REGIONAL LIBRARY DISTRICT

Date: Wednesday, September 13, 2023

Location: Boardroom, Library Administration Building, 1430 K.L.O. Road, Kelowna, BC

Trustees:
(In Person)

- Neil Todd, Armstrong
- Pat Cochrane, Coldstream
- David Ramey, Enderby
- Loyal Wooldridge, Kelowna (Board Chair)
- Cara Reed, Lake Country
- Lori Mindnich, Lumby (Personnel Chair)
- David Mattes, Oliver
- George Elliott, Princeton
- Tim Palmer, Revelstoke
- Kari Gares, Vernon (Finance Chair)
- Tasha Da Silva, West Kelowna
- Kevin Kraft, Regional District Central Okanagan Regional Library

(Electronic)

- *John Manual, Golden
- Tracy Henderson, Keremeos
- Myers Bennett, Osoyoos
- Sylvia Lindgren, Salmon Arm (Policy & Planning Committee Chair)
- *Bob Evans, Sicamous
- Subrina Monteith, Regional District Okanagan Similkameen

Trustees Absent:

- Terry Condon, Peachland
- Todd York, Spallumcheen
- Erin Trainer, Summerland
- Allysa Hopkins, Regional District North Okanagan
- Dean Trumbley, Regional District Columbia Shuswap
- Sara Tronson, Westbank First Nation

Staff:
(In Person)

- Danielle Hubbard, Chief Executive Officer
- Christine McPhee, Director of Public Services, South
- Mark Reinelt, Director of Public Services, North
- Jeremy Feddersen, Chief Financial Officer
- 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 Person)

- Ashley Machum, PEA President, ORL Chapter
- Kelly Lynn Wares, CUPE Representative

*Denotes partial attendance.

1. CALL TO ORDER / ESTABLISH QUORUM

Chair Wooldridge called the meeting to order at 10:48 AM.
Quorum was established with 18 trustees in attendance.

2. LAND ACKNOWLEDGMENT

Chair Wooldridge acknowledged that the ORL Headquarters is located on the traditional, ancestral, and unceded *tr̓x̓w̓úlaʔx̓w̓* (land) of the syilx / Okanagan people who have resided here since time immemorial. We recognize, honour, and respect the syilx / Okanagan lands upon which we live, work, and play.

3. BOARD CHAIR COMMENTS ON WILDFIRES - Loyal Wooldridge

Chair Wooldridge acknowledged the challenges that the ORL and its communities have faced during the recent wildfire season, including the loss of the North Shuswap branch and the fires in the Central Okanagan and Similkameen that threatened branches and homes of staff and community members. Throughout the system, branch hours and operations were adjusted to meet community needs and to keep staff safe. He thanked the emergency responders, volunteers and staff who have shown courage and commitment during these unsettling times.

4. ADOPTION OF THE AGENDA

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A /Community Charter C. 26, s.123)

Moved by Kari Gares, Seconded by Tim Palmer

THAT the September 13, 2023, Board of Trustees meeting agenda be adopted.

CARRIED

5. ADOPTION OF PREVIOUS MINUTES

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A /Community Charter C.26, s.123)

Moved by Neil Todd, Seconded by David Ramey

THAT the May 17, 2023, Regular Library Board of Trustees meeting minutes be adopted.

CARRIED

6. POLICY & PLANNING COMMITTEE REPORT – Chair Sylvia Lindgren

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

Moved by Silvia Lindgren, Seconded by Lori Mindnich

THAT the Board approve the revised Delegation policy as set out in Appendix B of the Report from the Policy Committee dated September 13, 2023;

AND THAT the Board approve the revisions to Library Membership policies and Services policies as set out in Appendix C of the Report from the Policy Committee dated September 13, 2023.

CARRIED

Discussion was held regarding the wording under ‘Disruptive Behaviour and Language’ in the patron Rules of Conduct. Varying opinions were expressed.

Moved by David Mattes, Seconded by Kari Gares

To refer the Rules of Conduct Policy back to the Policy and Planning Committee for further review.

Following discussion, the motion was withdrawn.

Moved by Kari Gares, Seconded by Lori Mindnich

THAT the Rules of Conduct be amended by removing: “No person shall traffic in, consume, or appear to be under the influence of alcohol or illegal drugs and substances” and replace it with: “No person shall traffic or consume illicit substances”.

Opposed: 1 (C. Reed)

CARRIED

It was moved and seconded

THAT the Board approve the revised Rules of Conduct policy as amended.

Opposed: 1 (C. Reed)

CARRIED

Bob Evans left the meeting at 11:16 AM.

Moved by Sylvia Lindgren, Seconded by Neil Todd

THAT the Board approve Truth and Reconciliation training as set out in Appendix D of the Report from the Policy Committee dated September 13, 2023; AND THAT staff be directed to determine financing opportunities.

CARRIED UNANIMOUSLY

Moved by Sylvia Lindgren, Seconded by Neil Todd

THAT the Board approve the elimination of late fees for ORL materials as set out in Appendix E of the Report from the Policy Committee dated September 13, 2023.

CARRIED UNANIMOUSLY

7. REVISED WEIGHTED VOTES REPORT – CFO Jeremy Feddersen

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

Moved by Kari Gares, Seconded by Lori Mindnich

THAT the Revised Weighted Votes Report and revised Weighted Vote Sheet dated September 13, 2023, be received for information.

CARRIED

8. FINANCE COMMITTEE REPORT – Chair Kari Gares

8.1. 2024 Budget Report – CFO Jeremy Feddersen

All Trustees - Weighted Vote - Majority (Library Act Part 3, s.23 & 25, Board Policy Section II.C)

Finance Chair Gares reported that the Finance Committee had met several times to review the preliminary draft 2024 budget. The Board viewed a presentation from CFO Jeremy Feddersen on the preliminary budget.

Moved by Kari Gares, Seconded by David Mattes

THAT the preliminary draft 2024 Budget be received for information and that the budget vote be deferred to the November 15, 2023 Library Board Meeting.

CARRIED

8.2. 2024 Library Levy Allocation Spreadsheet – CFO Jeremy Feddersen

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

Moved by Kari Gares, Seconded by David Mattes

THAT the 2024 Library Levy Allocation Spreadsheet be received for information.

CARRIED

John Manual left the meeting at 11:30 AM.

8.3. Provincial Enhancement Grant Report – CEO Danielle Hubbard

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

Moved by Kari Gares, Seconded by Lori Mindnich

- 1) THAT the Board approve the expenditure from the Provincial Enhancement Grant for initiative item 1: New Payroll and Human Resource Information System, as set out in the Report from the Finance Committee dated September 13, 2023;
- 2) AND THAT the Board approve the expenditure from the Provincial Enhancement Grant for initiative item 2: Accessibility Legislation Compliance, as set out in the Report from the Finance Committee dated September 13, 2023;
- 3) AND THAT the Board approve the expenditure from the Provincial Enhancement Grant for initiative item 3: Truth and Reconciliation and Diversity, Equity, and Inclusion Training, as set out in the Report from the Finance Committee dated September 13, 2023.

CARRIED UNANIMOUSLY

The Board heard that staff are waiting to receive an external Facilities Assessment Report. Staff and the Finance Committee will review the report and then bring forward any facility expenditure recommendations for the board's consideration.

9. STRATEGIC PLANNING COMMITTEE REPORT – Chair Dean Trumbley

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

CEO Danielle Hubbard reported on the work completed to date on the new strategic plan process. A community survey has gone out and community engagement sessions will be underway in all ORL communities over the coming weeks. Board workshops will be held November 27th and 28th to review all the gathered data, and the new strategic plan will then be drafted and presented to the board in February 2024.

Moved by Pat Cochrane, Seconded by Kari Gares

THAT the Report from the Strategic Planning Committee dated September 13, 2023, be received for information.

CARRIED

10. STAFF REPORTS

All Trustees – Unweighted Vote – Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

a) CEO REPORT – Danielle Hubbard

The Board received a report on the quarterly summary of operational and strategic activities at the ORL.

Moved by George Elliott, Seconded by Kevin Kraft

THAT the Report from the CEO dated September 13, 2023, be received for information.

CARRIED

b) FACILITIES REPORT – CFO Jeremy Feddersen

The Board received an update of the active building and renovation projects for West Kelowna, Revelstoke and Lumby branches.

Moved by Kari Gares, Seconded by David Mattes

THAT the Facilities Report from the CFO dated September 13, 2023, be received for information.

CARRIED

c) CFO FINANCIAL UPDATE REPORT - Jeremy Feddersen

The Board received a financial update to July 31, 2023, indicating that results are generally consistent with expectations and there does not appear to be anything requiring board attention at this time.

Moved by Kari Gares, Seconded by David Ramey

THAT the Financial Update Report from the CFO dated September 13, 2023, be received for information.

CARRIED

11. CORRESPONDENCE

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

a) Glenmore Branch: Various Public Requests – CEO Danielle Hubbard

The Board received several pieces of correspondence from members of the public requesting library service in the Glenmore area of Kelowna. Staff advised that the Board Facilities Policy and the 2013 Financial Allocation Model Analysis (FAMA Report), which examines the expenditures versus revenue of each individual ORL member community, have some variations. It was recommended that the two documents be re-evaluated.

Moved by Cara Reed, Seconded by Kevin Kraft

THAT the public correspondence regarding requests for library service in the Glenmore area of Kelowna be received for information;

AND THAT the ORL Facilities Policy be referred to the Policy and Planning Committee for re-evaluation following the strategic planning process;

AND THAT the Financial Allocation Model Analysis (FAMA) be referred to the Finance Committee for re-evaluation following the strategic planning process.

CARRIED

12. BOARD CHAIR REPORT – Loyal Wooldridge

Chair Wooldridge commended the work of the Committees, the executive management team and the on-the-ground staff during the recent tumultuous events.

13. TRUSTEE REPORTS

None.

14. NEW BUSINESS

- a) Recording names of movers and seconders of motions.
What is the will of the board?

Moved by Lori Mindnich, and Seconded

THAT the names of the movers and seconders of motions are not recorded in the minutes.

Opposed: 3

CARRIED

15. NEXT MEETING – Wednesday, November 15, 2023

16. MOTION TO ADJOURN

All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.A / Community Charter C.26, s.123)

Moved by Kari Gares, Seconded by Cara Reed

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 12:28 PM.



Board Chair: Loyal Wooldridge

Approved & Signed: November 15, 2023