



Okanagan Regional Library Regular Board of Trustees Meeting Minutes

Date: Wednesday, May 15, 2024
 Location: Board Room
 Library Administration Building, 1430 K.L.O. Road, Kelowna, BC

Trustees Present: Neil Todd, Armstrong
 Pat Cochrane, Coldstream
 David Ramey, Enderby
 John Manual, Golden
 Loyal Wooldridge, Kelowna (Board Chair)
 Tracy Henderson, Keremeos
 Lori Mindnich, Lumby (Personnel Chair)
 David Mattes, Oliver
 Terry Condon, Peachland
 George Elliott, Princeton
 Tim Palmer, Revelstoke
 Kari Gares, Vernon (Finance Chair)
 Tasha Da Silva, West Kelowna (Vice Chair)
 Myers Bennett, Osoyoos
 Bob Evans, Sicamous
 Kevin Kraft, Regional District Central Okanagan

Trustees Participating Remotely: Subrina Monteith, Regional District Okanagan Similkameen
 Allysa Hopkins, Regional District North Okanagan
 *Jay Simpson, Regional District Columbia Shuswap
 Sylvia Lindgren, Salmon Arm (Policy & Planning Committee Chair)
 Erin Trainer, Summerland

Trustees Absent: Cara Reed, Lake Country
 Todd York, Spallumcheen
 Sara Tronson, Westbank First Nation

Staff Present: Danielle Hubbard, Chief Executive Officer
 Jeremy Feddersen, Chief Financial Officer
 Mark Reinelt, Director of Public Services North
 Michal Utko, Director of Marketing and Communications
 Leah Samson, Administrative Services Manager (Recording Secretary)

Guests Present: *Markus Schrott, Auditor, BDO Canada
 Ashley Machum, PEA President, ORL Chapter
 Nicole Cabrejos, CUPE Representative, ORL Chapter
 Tamara Alves, ORL Administrative Assistant

(*Denotes partial attendance)

ESTABLISH QUORUM

In accordance with the *Library Act, Sec. 20(2)*, quorum was established with a majority of all members of the Board in attendance.

1. CALL TO ORDER

Chair Wooldridge called the meeting to order at 10:30 AM.

2. LAND ACKNOWLEDGEMENT

The ORL Headquarters is located on the traditional, ancestral, and unceded $\text{tr}\acute{\text{x}}^{\text{w}}\acute{\text{u}}\text{l}\text{a}\text{?}\text{x}^{\text{w}}$ (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. ADOPTION OF THE AGENDA

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

It Was Moved and Seconded

THAT the Agenda of the Regular Board Meeting of May 15, 2024 be adopted as circulated.

Carried

4. ADOPTION OF THE PREVIOUS MINUTES

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

It Was Moved and Seconded

THAT the Minutes of the Regular Meeting of February 21, 2024 be adopted as circulated.

Carried

5. ANNUAL REPORT YEAR 2023 – Marketing & Communications Director Michal Utko

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

It Was Moved and Seconded

THAT the Board accepts the 2023 Annual Report as presented, in accordance with Section 21(k) of the *Library Act*.

Carried

6. FINANCE COMMITTEE REPORT

6.1. Audit Year 2023 Report to the Board – Markus Schrott, Auditor, BDO Canada

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

Auditor Markus Schrott presented the Audit Report, providing an overview of the financial highlights and responded to questions from the Board.

It Was Moved and Seconded

THAT the Board receives, for information, the Audit Final Communication to the Board for the Year ended December 31, 2023 in the form attached to the Auditor's Report dated May 15, 2024.

Carried

6.2. Audited Financial Statements Year 2023 – Markus Schrott, Auditor, BDO Canada
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)

It Was Moved and Seconded

THAT The Board accepts the Audited Financial Statements for the Year ended December 31, 2023, in the form attached to the Auditor’s Report dated May 15, 2024, and in accordance with Section 26 (2) of the *Library Act*.

Carried

*Mr. Schrott left the meeting at 10:45 AM.

6.3. Statement of Financial Information (SOFI) Report Year 2023 – CFO Jeremy Feddersen
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)

Staff presented the SOFI Report summarizing the highlights and responded to questions from the Board.

It Was Moved and Seconded

THAT the Board receives, for information, the Statement of Financial Information Report Year 2023, in accordance with Section 26 (2) of the *Library Act* and Section XI.K. of the Board’s Policy.

Carried

The approved 2023 Audited Financial Statements will be included in the 2023 SOFI Report, and submitted to the province as required.

*Director Simpson left the meeting at 10:50 AM.

6.4. CFO Report – Jeremy Feddersen
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)

Staff reported on the financial results to March 31, 2024, advising that they are generally consistent with expectations, and there does not appear to be anything that requires Board attention at this time.

It Was Moved and Seconded

THAT the Board receives, for information, the CFO’s Financial Update Report to March 31, 2024, dated May 15, 2024.

Carried

6.5. Enhancement Grant Spending Report – CEO Danielle Hubbard
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)

Staff presented the Spending Report and Councillor Gares stated that the Finance Committee reviewed and supports the recommended allocations.

It Was Moved and Seconded

THAT the Board approves \$272,000 of the Provincial Enhancement Grant to be allocated to professional development and facility improvement initiatives.

Carried

6.6. Rise and Report In-Camera Decision: Appointment of Auditor for the Audit Year 2024 – CFO Jeremy Feddersen

Staff reported that during the In-Camera Meeting, the Board approved the appointment of MNP for the ORL's 2024 audit. This decision is now being brought into the Regular Meeting.

7. POLICY AND PLANNING COMMITTEE REPORT

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

7.1. Financial Policies Report – CEO Danielle Hubbard

It Was Moved and Seconded

THAT the Board approves a meeting of the Board Chair, Policy and Planning Committee Chair, Finance Committee Chair, CEO, and CFO to reassess the ORL's existing financial policies and the parameters for a financial allocation policy.

Carried

7.2. Internet Policy Report (Section VI: Services, I. Internet) – CEO Danielle Hubbard

Staff reported that a patron complaint challenged the ORL's Internet Policy. The Policy and Planning Committee reviewed the complaint and decided not to bring forward any policy changes. Staff then responded to questions from the Board.

It Was Moved and Seconded

THAT the Board upholds the ORL's current Internet Policy and directs management staff to respond to the March 20, 2024 patron concern accordingly.

Carried

8. CEO REPORT – Danielle Hubbard

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

Staff presented the CEO Report and the public facing Operational Plan document and responded to questions from the Board.

It Was Moved and Seconded

THAT the Board receives the CEO Report dated May 15, 2024; AND THAT the 2024 – 2029 Operational Plan be approved in the form attached to the Report dated May 15, 2024.

Carried

9. BOARD CHAIR REPORT – Councillor Loyal Wooldridge

Chair Wooldridge announced that he will run in the upcoming provincial election. Under the City of Kelowna Code of Conduct, he is stepping down from the Library Board. Kelowna Councillor Gord Lovegrove has been appointed to the Board as of May 15, 2024, and West Kelowna Councillor and Vice Chair Tasha Da Silva will serve as Acting Chair until a new chair is elected.

10. TRUSTEE ITEMS

Board members congratulated Councillor Wooldridge and recognized his dedication and hard work since joining the Library Board in 2019.

11. NEW BUSINESS

None.

12. MOTION TO ADJOURN

It Was Moved and Seconded
THAT the meeting be adjourned.

Carried

The meeting adjourned at 11:35 AM.



X

Board Chair

Approved & Signed: Sept 11, 2024

