

REGULAR MINUTES
OKANAGAN REGIONAL LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING

Date: Wednesday, November 20, 2024
Time: 10:15 AM
Location: Boardroom, Library Administration Building 1430 K.L.O. Road, Kelowna, BC

Trustees Present: Neil Todd, Armstrong
Pat Cochrane, Coldstream
David Ramey, Enderby
Gord Lovegrove, Kelowna
Cara Reed, Lake Country
Lori Mindnich, Lumby
David Mattes, Oliver
Myers Bennett, Osoyoos
Terry Condon, Peachland
George Elliott, Princeton
Kari Gares, Vernon
Tasha Da Silva, West Kelowna
Kevin Kraft, Regional District Central Okanagan
Adrienne Fedrigo, Regional District Okanagan Similkameen (Alternate)

Trustees Participating Remotely: Tracy Henderson, Keremeos
Tim Palmer, Revelstoke
Sylvia Lindgren, Salmon Arm
Bob Evans, Sicamous
Erin Trainer, Summerland
Allysa Hopkins, Regional District North Okanagan

Trustees Absent: John Manual, Golden
Todd York, Spallumcheen
Jay Simpson, Regional District Columbia Shuswap
Sara Tronson, Westbank First Nation

Staff Present: Danielle Hubbard, Chief Executive Officer
Mark Reinelt, Director of Public Services
Jeremy Feddersen, Chief Financial Officer
Colleen Hardie, Director of Human Resources
Jeff Campbell, Chief Technology Officer
Leah Samson, Administrative Services Manager (Recording Secretary)

1. CALL TO ORDER/INTRODUCTION OF GUESTS

Chair Da Silva called the meeting to order at 10:15 AM and introduced the guests: ORL PEA President Ashley Machum, ORL CUPE President Nicole Cabrejos, ORL Copywriter Shilo Jones, ORL Administrative Assistant Tamara Alves.

2. LAND ACKNOWLEDGMENT

The ORL Headquarters is located on the traditional, ancestral, and unceded tñxʷúlaʔxʷ (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 C. 26, s.123)

It was moved and seconded

THAT the November 20, 2024 Board Meeting Agenda be adopted.

CARRIED

4. ADOPTION OF PREVIOUS MINUTES

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

It was moved and seconded

THAT the September 11, 2024, Regular Library Board Meeting Minutes be adopted as circulated.

CARRIED

5. FINANCE COMMITTEE REPORT – Chair Kari Gares

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

5.1. Enhancement Grant Spending Proposal

CEO Danielle Hubbard presented the proposed allocation of the remaining Provincial Enhancement grant. Several board members expressed support for the proposed initiatives.

It was moved and seconded

THAT the Board approve the proposed allocation of the remaining \$611,872 of the Provincial Enhancement Grant as set out in the Finance Committee Report dated November 20, 2024.

CARRIED UNANIMOSLY

6. PERSONNEL COMMITTEE REPORT – Lori Mindnich

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

6.1. Exempt Staff External Market Study Report

It was moved and seconded

THAT the Board approve an external market study of all exempt staff positions in 2025, as set out in the Personnel Committee Report dated November 20, 2024; AND FURTHER, THAT the cost of the study does not exceed \$20,000, to be funded from the professional fees reserve.

Opposed: 2

CARRIED

7. STAFF REPORTS

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

7.1 CEO REPORT AND OPERATIONAL PLAN UPDATE – Danielle Hubbard

The board heard an update on the ORL's operational and strategic activities, including the Summer Reading Club Report. Key highlights:

- Total participants for 2024 reached 8,139, an 8% increase.
- ORL delivered 561 programs with 28,713 total participants.
- School visits and ORL staff continue to be the top ways participants learn about the SRC.

It was moved and seconded

THAT the Report and Operational Plan Update from the CEO dated November 20, 2024 be received for information.

CARRIED

7.2 CYBER SECURITY REPORT – CEO Danielle Hubbard / CTO Jeff Campbell

Jeff Campbell presented a report on cybersecurity efforts and shared highlights from the recent security audit. He outlined the steps his department takes to keep the ORL secure. Danielle also mentioned that staff are developing an emergency communications plan in the event of a cybersecurity breach.

It was moved and seconded

THAT the Report from the CTO dated November 20, 2024 be received for information.

CARRIED

7.3 CFO REPORT - Jeremy Feddersen

Jeremy presented the ORL's quarterly financials, noting that expenses are on track and closely aligned with the 2025 budget. He reported that financial results through September 30th are consistent with expectations, and there are no issues requiring board attention at this time.

It was moved and seconded

THAT the Report from the CFO dated November 20, 2024 be received for information.

CARRIED

8. BOARD CHAIR REPORT – Tasha Da Silva

Chair Da Silva thanked the board for their contributions and the committees for their work over the past year. In accordance with Board Policy Section II. D, she then appointed the following board members to the Nominations Committee:

- North: Sylvia Lindgren
- Central: Gord Lovegrove
- South: Tracy Henderson.

On behalf of the Board, Chair Da Silva congratulated Leah Samson on her upcoming retirement and thanked her for her 22 years of dedicated service to the ORL and the Board.

9. LIBRARY TRUSTEES MEETING SCHEDULE YEAR 2025

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

It was moved and seconded

THAT the ORL Board of Trustees Meeting Schedule Year 2025 be approved as circulated.

CARRIED

10. CORRESPONDENCE TO THE BOARD

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

10.1. Various Public Comments re Lake Country Branch Children's Area and ORL response

CEO Danielle Hubbard reported that the new branch head office at the Lake Country branch will be in the existing children's area. While some members of the public were concerned that the children's area would be removed, it was clarified that it will instead be relocated. No further action is required from the board.

It was moved and seconded

THAT the correspondence regarding Lake Country Branch be received for information.

CARRIED

11. TRUSTEE REPORTS

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

Princeton Trustee George Elliott. reported on the Princeton Community Arts Council and Writers' Festival, which will become a regular partnership event.

Enderby Trustee David Ramey shared that the Enderby and Armstrong branches held a friendly competition, with Armstrong coming out on top.

Lumby Trustee Lori Mindnich reported on her attendance at the grand opening of the new Lumby location, noting that the community is excited, and the new space is excellent.

12. NEW BUSINESS

12.1. Rise and Report: Acting CEO Policy

The Board rose from the in-camera session and reported the following motion which was passed in-camera:

It was moved and seconded

THAT the Board approve the adoption of an Acting CEO Policy.

CARRIED

The new policy states that if the CEO is absent for more than five business days, the Director of Public Service (DPS) will serve as Acting CEO for the remainder of the CEO's absence, with full decision-making authority. If both the CEO and DPS are unavailable, the Chief Financial Officer will assume the role of Acting CEO.

13. **NEXT MEETING** - Wednesday, February 19, 2025.

14. **MOTION TO ADJOURN**

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

It was moved and seconded

THAT the meeting be adjourned.

CARRIED

Adjourned at 11:28 AM.

A handwritten signature in black ink, appearing to read 'Tasha Da Silva', is written over a horizontal line. To the left of the signature, there is a large 'X' mark.

Board Chair: Tasha Da Silva

Approved & Signed: Feb. 19, 2025