OKANAGAN REGIONAL LIBRARY
REGULAR BOARD MEETING
MINTUES

Wednesday, May 21, 2025
9:30 a.m.
Board Meeting Room, 1430 K.L.O. Road, Kelowna, BC

Trustees Present:	Neil Todd, Armstrong Pat Cochrane, Coldstream David Ramey, Enderby John Manuel, Golden Gord Lovegrove, Kelowna Tracy Henderson, Keremeos Lori Mindnich, Lumby Dave Mattes, Oliver (arrived at 9:46 am) Myers Bennett, Osoyoos Terry Condon, Peachland George Elliott, Princeton Tim Palmer, Revelstoke Sylvia Lindgren, Salmon Arm Bob Evans, Sicamous Kari Gares, Vernon Tasha Da Silva, West Kelowna (Board Chair) Kevin Kraft, Regional District Central Okanagan Jay Simpson, Regional District Columbia Shuswap Adrienne Fedrigo, Regional District Okanagan Similkameen
Trustees Participating Remotely:	Erin Trainer, Summerland (arrived on line 9:34 am)
Trustees Absent:	Cara Reed, Lake Country Todd York, Spallumcheen Sara Tronson Westbank First Nation Allysa Hopkins, Regional District North Okanagan
Staff Present:	Danielle Hubbard, Chief Executive Officer Jeremy Feddersen, Chief Financial Officer Mark Reinelt, Director of Public Services Colleen Hardie, Director of Human Resources Jeff Campbell, Chief Technology Officer Michal Utko, Director of Marketing and Communications Corinne Boback, Administrative Services Manager (Recording Secretary)

Ashley Machum, PEA President, ORL Chapter
Nicole Cabrejos, CUPE Representative, ORL Chapter (Virtual)
Shilo Jones, ORL Copywriter

Guests: Jennifer Saville, Auditor, MNP

1. ROLL CALL / ESTABLISH QUORUM (majority: 13+)
Quorum: majority of all members of the board [Library Act, Sec. 20(2)]

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

2. CALL TO ORDER
Chair to call the meeting to order at 9:31 am.

3. LAND ACKNOWLEDGEMENT
The ORL acknowledges our presence on the traditional, ancestral, and unceded tm̓xʷúlaʔxʷ (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.

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

To adopt the agenda of the Board of Trustees meeting of May 21, 2025.

It was moved and seconded
THAT the May 21, 2025, Board of Trustees Meeting Agenda be adopted.

CARRIED UNANIOUSMLY

5. ADOPTION OF THE PREVIOUS MINUTES
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)

To adopt the February 19, 2025, Board of Trustees Meeting Minutes.

It was moved and seconded
THAT the February 19, 2025, Board of Trustees Meeting Minutes be adopted.

CARRIED UNANIOUSMLY

6. DELEGATIONS

7. COMMITTEE REPORTS

7.1 BOARD FINANCE COMMITTEE REPORTS

7.1.1 **2024 Audit Findings Report -** Jennifer Saville, Auditor, MNP. (5 mins)
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)

Jennifer provided a comprehensive overview of the 2024 Year-End Financial Statements to the Board and was available for questions and comments.

Jennifer, in summary identified:

- Variations identified are due to the timing of items received and paid;
- West Kelowna Branch build has affected the budget and long-term debt; and
- No material impact on the financial statements from the new accounting recommendations.

It was moved and seconded
THAT the Board receive for information, the Auditor's Findings Report as presented at the May 21, 2025, ORL Board Meeting.

CARRIED UNANIOUSMLY

7.1.2 **Audited Financial Statements Year 2024 -** Jennifer Saville, Auditor, MNP. (5 mins)
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)

Jennifer Saville provided a summary of the 2024 Year-End Financial Statements for the ORL, new accounting standards implemented and was available for questions and comments from the Board.

It was moved and seconded
THAT the Board approve the 2024 Year-End Financial Statements as presented at the May 21, 2025, ORL Board Meeting.

CARRIED UNANIOUSMLY

7.1.3 **Statement of Financial Information (SOFI) Report Year 2024** – CFO Jeremy Feddersen (5 mins)
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)

Jeremy Feddersen provided a summary of the Statement of Financial Information report, noted the new format for the report that is now standardized, addressed the overages of the West Kelowna build and was available for questions and comments from the Board.

It was moved and seconded
THAT the Board approve the Statement of Financial Information Report for the fiscal year ending 2024 as presented at the May 21, 2025, ORL Board Meeting.

CARRIED UNANIOUSMLY

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

Jeremy Feddersen provided a summary of the CFO report outlining the ORL's financial good standing for the first quarter, revenues and expenses are tracking according to budget, no concerns around tariffs pertaining to books, the ORL has a healthy inventory of electronic equipment and was available for questions and comments from the Board.

It was moved and seconded
THAT the Board receive, for information, the CFO's Financial Update Report to March 31, 2025, dated May 21, 2025.

CARRIED UNANIOUSMLY

7.1.5 **Appointment of Auditor for the 2025 Audit** – CFO Jeremy Feddersen (5 mins)
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)

Jeremy Feddersen addressed his recommendation to appoint MNP as the ORL's auditors for next year and summarized his positive experience he had working with them and was available for questions and comments from the Board.

It was moved and seconded
THAT the Board approve the appointment of MNP as auditors for the ORL's 2025 fiscal year end audit.

CARRIED UNANIOUSMLY

7.2 BOARD POLICY AND PLANNING COMMITTEE REPORTS

7.2.1 **Board Code of Conduct** – CEO Danielle Hubbard (10-15 mins)
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)

Danielle Hubbard provided a comprehensive summary of the legislation, and the research conducted in creating the draft Board Code of Conduct. Danielle identified different Board of Conducts with other Regional Libraries and Local Governments and created one best suited for the ORL.

Board members raised concerns around accountability, confidentiality, sanctions and referred the draft policy back to the Policy and Planning Committee.

It was moved and seconded
THAT the Board Code of Conduct Policy be referred back to the Policy and Planning Committee to address concerns raised at the May 21, 2025, ORL Board meeting.

CARRIED UNANIOUSMLY

7.2.2 **UBCM Provincial Funding Advocacy**– CEO Danielle Hubbard (10-15 mins)
All Trustees - Unweighted Vote - Simple Majority (Board Policy Section II.C / Community Charter s.123)

Danielle Hubbard provided a summary of the research conducted in determining the best route to address Ministers in requesting an increase in Provincial funding for libraries in BC, attendance at UBCM, a small correction in the report to clarify she hopes to meet with two Ministers, Ravi Kahlon and Sheila Malcomson and was available for questions and comments from the Board.

Board members support ORL staff attending UBCM and making meetings with the Ministers, requested Danielle to craft a letter addressing the needs of increasing provincial funding for public libraries. These letters are to be forwarded to each Board for member to bring to their local governments for Council/Board support. The Board feels that 12 people with a Minister is too large, and that five (5) would be sufficient.

It was moved and seconded

THAT the Board approve the CEO and Administrative Services Manager coordinating a delegation to UBCM 2025 to seek an audience with Ministers Ravi Kahlon and Sheila Malcomson to advocate for increased provincial funding for public libraries as outlined in the May 21, 2025, report from the Policy and Planning Committee;

AND THAT the CEO and Administrative Services Manager additionally coordinate a future meeting with the Ministers.

CARRIED UNANIOUSMLY

8. CEO REPORTS

8.1. CEO Report (10 mins)

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

Danielle Hubbard provided a comprehensive summary on the CEO report outlining operational plan updates, incident management practices, community partnerships such as UBCM and SILGA, updates on the implementation of UKG, cyber training, the Vernon and Salmon Arm Story Time Ella/Frieda events, the upcoming launch of the ORL's new website and was available for comments and questions from the Board.

It was moved and seconded

THAT the Board received for the information, the CEO Report dated May 21, 2025, pertaining to the operational and strategic activities of the ORL

CARRIED UNANIOUSMLY

8.2. ANNUAL REPORT YEAR 2024 – CEO and Marketing & Communications Director (10 mins)

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

Danille Hubbard provided an update on the Annual Report, and show cased the hard work staff did assembling the document making her feel proud to work for the ORL.

Michal Utko provided a summary of the document highlighting an increase in participation for the Summer Reading Club and a visitor increase in Branches being on the rise since Covid.

It was moved and seconded

THAT the Board approve the ORL's 2024 Annual Report.

CARRIED UNANIOUSMLY

8.3. Incorporation of OK Falls – CEO (10 mins)

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

Danielle Hubbard provided a summary on the incorporation of OK Falls, next steps in receiving Letters Patent from the Province, how OK Fall will conduct an election, our Board will be appointed a new member, and this will not affect library services or finances and was available for questions and comments from the Board.

It was moved and seconded

THAT the Board receive for information, the CEO report, dated May 21, 2025, pertaining to the incorporation of OK Falls.

CARRIED UNANIOUSMLY

9. **CORRESPONCE**

10. **NEW BUSINESS**

11. **TRUSTEE ITEMS** (5 mins)

Board members had a small discussion around architectural beautiful libraries recently visited.

12. **ADJOURN**

THAT the Board Regular Meeting of May 21, 2025, be adjourned at 11:15 a.m.

CARRIED UNANIOUSMLY

Tasha Da Silva, West Kelowna, Board Chair
Approved: September 17, 2025