

**OKANAGAN REGIONAL LIBRARY
REGULAR BOARD MEETING
MINTUES**

**Wednesday, September 17, 2025
10:00 a.m.**

Board Meeting Room, 1430 K.L.O. Road, Kelowna, BC

Trustees Present:	Neil Todd, Armstrong Pat Cochrane, Coldstream David Ramey, Enderby Gord Lovegrove, Kelowna Tracy Henderson, Keremeos Lori Mindnich, Lumby Dave Mattes, Oliver George Elliott, Princeton Tim Palmer, Revelstoke Sylvia Lindgren, Salmon Arm Kari Gares, Vernon Tasha Da Silva, West Kelowna (Board Chair) Kevin Kraft, Regional District Central Okanagan Adrienne Fedrigo, Regional District Okanagan Similkameen
Trustees	John Manuel, Golden
Participating	Cara Reed, Lake Country
Remotely:	Erin Trainer, Summerland Jay Simpson, Regional District Columbia Shuswap Allysa Hopkins, Regional District North Okanagan
Trustees Absent:	Myers Bennett, Osoyoos Terry Condon, Peachland Bob Evans, Sicamous 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 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) Shilo Jones, ORL Copywriter Tyler Fey, CUPE Vice-President, ORL Chapter Ashley Machum, PEA President, ORL Chapter

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 10: 30 am

3. LAND ACKNOWLEDGEMENT

The ORL acknowledges our presence 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.

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 September 17, 2025.

It was moved and seconded

THAT the Wednesday, September 17, 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 Wednesday, May 21, 2025, Board of Trustees Meeting Minutes.

It was moved and seconded

THAT the Wednesday, May 21, 2025, Board of Trustees Meeting Minutes be adopted.

CARRIED UNANIOUSMLY

6. Population Figures for Levy Calculations and Weighted Votes –Jeremy Feddersen

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

(Attached pgs. 7 – 9)

Jeremy presented an update to the Board regarding the annual provincial population figures utilized for levy calculations and weighted voting. He confirmed that he had followed up with the province to verify the accuracy of the data, noting that several areas had experienced decreases in reported figures.

Jeremy was available for questions and comments from the Board.

It was moved and seconded

THAT the report from the CFO dated September 17, 2025, pertaining to the annual provincial population figures used for levy calculations and weighted votes be received for information.

CARRIED UNANIOUSMLY

7. COMMITTEE REPORTS

7.1 BOARD FINANCE COMMITTEE REPORTS

7.1.2 Okanagan Regional Library 2026 Budget – Jeremy Feddersen

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

The Chair, Tasha Da Silva, invited Finance Committee Chair, Kari Gares (Vernon) to introduce the item and confirmed the Finance Committee's support of the 2026 draft budget.

Jeremy Feddersen provided a PowerPoint presentation of the draft budget, highlighting cost pressures, reserve contributions, and \$150,000 for additional Assistant Community Librarian hours in the ORL's busiest locations.

The presentation further included updates on Parkinson Recreation Centre and Glenmore libraries, and future projects, reserves, inflationary and contractual cost pressures, and how the West Kelowna build depleted the ORL's capital reserves.

The draft 2026 budget was brought forward for Board approval, with Jeremy available for questions and comments from the Board.

It was moved and seconded

THAT the 2026 Budget be approved as set out in the report from the Board Finance Committee dated September 17, 2025.

CARRIED UNANIMOUSLY

7.1.3 2026 Library Levy Allocation Spreadsheet –Jeremy Feddersen

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

Jeremy Feddersen brought forward for information the 2026 Library Levy Allocation Spreadsheet and was available for questions and comments.

Gord Lovegrove (Kelowna), complimented staff for their hard work compiling this information and will bring this back to the City of Kelowna council.

It was moved and seconded

THAT the 2026 Library Levy Allocation Spreadsheet as presented by the CFO, at the September 17, 2025 Board meeting, be received for information.

CARRIED UNANIMOUSLY

7.2 BOARD POLICY AND PLANNING COMMITTEE REPORTS

7.2.1 Amended Board Code of Conduct Policy

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

The Chair, Tasha Da Silva, noted the Board Code of Conduct Policy had been reviewed twice by the Policy and Planning Committee and deferred to Adrienne Fedrigo (RDOS), the Policy and Planning Committee Chair, for introduction.

Danielle presented the amended Board Code of Conduct Policy, approved by the Policy and Planning Committee, for Board approval. Danielle outlined the updates since the May 12, 2025 Board meeting, including provisions on confidentiality, sanctions, policy overlap, and editorial revisions, and was available for questions.

It was moved and seconded

THAT the ORL Board approve the amended Board Code of Conduct Policy as outlined in the report from the Policy and Planning Committee, dated September 17, 2025.

CARRIED UNANIMOUSLY

7.2.2 Heating and Cooling Centre Policy

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

The Chair, Tasha Da Silva, invited the Policy and Planning Committee Chair, Adrienne Fedrigo (RDOS) to introduce the item and confirmed the Policy and Planning Committee's support to bring forward to the Board for approval.

Danielle introduced the proposed new Heating and Cooling Centre Policy and the templated agreement used for the ORL with local governments and was available for questions and comments.

The Board discussed the need for consistent agreements across communities, insurance and staff authority over safety, and the importance of formal agreements with local governments. Four of the ORL branches (Vernon, Downtown Kelowna, Enderby, and Armstrong) currently serve this role as a designated Heating and Cooling Centre.

It was moved and seconded

THAT the Board approve the proposed Heating and Cooling Centre Policy as outlined in the report from the Policy and Planning Committee dated September 17, 2025.

CARRIED UNANIMOUSLY

8 STAFF REPORTS

8.1.1 CFO REPORT

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

Jeremy Feddersen discussed the Financial Update Report Package to July 31, 2025 with the Board and that there does not appear to be anything that requires specific Board attention and was available for questions and comments.

It was moved and seconded

THAT the CFO report, dated September 17, 2025, pertaining to the Financial Update to July 31, 2025 be received for information.

CARRIED UNANIOUSMLY

8.1.2 CEO REPORT

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

Danielle Hubbard updated the Board on the operational activities of the ORL and the involvement of staff at the 2025 UCBM conference and was available for questions and comments.

It was moved and seconded

THAT the CEO report, dated September 17, 2025, be received for information.

CARRIED UNANIOUSMLY

8.1.3 Incident Management Presentation – Mark Reinelt

Mark Reinelt, Director of Public Services, presented a PowerPoint presentation on Incident Management and was available for questions and comments from the Board.

9 CORRESPONDENCE

9.1 Letter from the Public Libraries Branch, Mari Martin, dated July 4, 2025.

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

Danielle Hubbard reviewed the Letter from the Public Libraries Branch with the Board and was available for questions and comments.

9.2 Letter from Douglas Edgar, dated August 5, 2025.

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

Danielle Hubbard reviewed the Letter from the Douglas Edgar with the Board and was available for questions and comments.

10 NEW BUSINESS

11 TRUSTEE ITEMS

12 ADJOURN

THAT the Board Regular Meeting of September 17, 2025, be adjourned at 12:08 pm.

CARRIED UNANIOUSMLY



Tasha Da Silva, West Kelowna, Board Chair
Approved: November 19, 2025