



NOTICE OF MEETING

Okanagan Regional Library Board
will meet virtually via Microsoft Teams
on Wednesday, February 17, 2021

IN-CAMERA MEETING

9:30 AM – 9:55 AM

REGULAR MEETING

9:55 AM

Public wishing to attend the regular meeting must provide their e-mail contact information to lsamson@orl.bc.ca by 3:00 PM on Monday, February 15th in order to receive an e-mail invitation, which will be sent when the regular meeting begins.

**LIBRARY BOARD AGENDA
WEDNESDAY, FEBRUARY 17, 2021
TO BE HELD VIRTUALLY VIA MICROSOFT TEAMS
9:55 AM**

"The purposes of this (Library Act) are...to encourage the extension and use of public library service throughout British Columbia...to enable the delivery of public service in British Columbia...to support improvements in Public Library service."

Vice-Chair Sherry Philpott-Adhikary will preside over the meeting until the election of officers.

1. CALL TO ORDER / INTRODUCE GUESTS AND NEW TRUSTEES

2. ADOPTION OF THE AGENDA

**RECOMMENDATION 1
THAT the Agenda be adopted.**

3. ADOPTION OF THE PREVIOUS MINUTES (attached pgs. 4 - 7)

**RECOMMENDATION 2
THAT the Minutes of the Regular Library Board Meeting held November 18, 2020 be approved.**

4. ANNUAL ELECTIONS AND APPOINTMENTS

4.1. Nominations Committee Report (attached pg. 8)

**RECOMMENDATION 3
THAT the Nominations Committee Report be received for information.**

4.2. Election of Board Chair and Board Vice Chair

Library Act Part 3 Section 19 (1)

The library board must elect a chair and a vice chair at the first meeting in each year.

- a) **Library Board Chair**
- b) **Library Board Vice Chair**

4.3. Elect Board Officers

Policy Section II: Board Organization and Structure

Standing Committees

Standing Committees are the Policy and Planning Committee, the Finance Committee, and the Personnel Committee. Chairs of all Standing Committees are elected from amongst all members for a one-year term, at the first meeting of each year.

- a) **Finance Committee Chair**
- b) **Personnel Committee Chair**
- c) **Policy and Planning Committee Chair**

4.4. Appoint BC Library Trustees' Association Liaison

Policy Section II: Board Organization and Structure

"The Board shall appoint, annually, a British Columbia Library Trustees' Association liaison, from amongst its members. BCLTA relies on liaisons to distribute BCLTA information to Board members. The liaison also informs and educates Board members about BCLTA, its services and programs, and encourages discussion between the ORL Board and BCLTA on issues of mutual concern."

4.5. Appoint Signing Officers

Policy Section II: Board Organization and Structure

"Signing officers shall include the Secretary, plus the Chair or presiding officer at the meeting (usually the Vice-Chair).... the signing officers shall include one of the Secretary to the Board, the Chief Financial Officer, the Directors of Public Services, the Director of Human Resources together with one of the Finance Committee Chair and the Board Chair."

RECOMMENDATION 4

THAT the following positions be appointed as ORL signing officers for 2021:

- a) Board Chair***
- b) Finance Committee Chair***
- c) CEO/Secretary to the Board***
- d) Chief Financial Officer***
- e) Director of Public Services, North***
- f) Director of Public Services, South***
- g) Director of Human Resources***

5. STAFF REPORTS

- a) Public Services Report – Christine McPhee, Director of Public Services South (Verbal)**

RECOMMENDATION 5

THAT the Public Services Report be received for information.

- b) CEO Report – Don Nettleton (attached pgs. 9 – 10)**

RECOMMENDATION 6

THAT the CEO Report be received for information.

6. BC LIBRARY TRUSTEES' ASSOCIATION (BCLTA) REPORT

Presentation by Babs Kelly, BCLTA Director for Learning & Development

7. CORRESPONDENCE

- 7.1. Submission Form from Frances Trowsse (attached pg. 11)**

RECOMMENDATION 7

THAT the correspondence be received.

8. BOARD CHAIR REPORT

9. TRUSTEE REPORTS AND OPPORTUNITY FOR NEW TRUSTEES TO INTRODUCE THEMSELVES

10. NEXT MEETING – Wednesday, May 19, 2021

11. ADJOURNMENT

RECOMMENDATION 8
THAT the meeting be adjourned.

*NOTE: These Minutes Have Not Yet Been
Approved by the Library Board*

**DRAFT MINUTES
LIBRARY BOARD MEETING
HELD VIRTUALLY VIA MICROSOFT TEAMS
WEDNESDAY, NOVEMBER 18, 2020**

“The purposes of this (Library Act) are...to encourage the extension and use of public library service throughout British Columbia...to enable the delivery of public service in British Columbia...to support improvements in Public Library service.”

TRUSTEES IN ATTENDANCE:

Karla Kozakevich, OSRD, Board Chair
Linda Fisher, Armstrong
Pat Cochrane, Coldstream
Tundra Baird, Enderby
Loyal Wooldridge, Kelowna
Sherry Philpott-Adhikary, Keremeos
Todd McKenzie, Lake Country
Lori Mindnich, Lumby
David Mattes, Oliver
Brian Harvey, Osoyoos
Michael Brooks-Hill, Revelstoke

Tim Lavery, Salmon Arm
Bob Evans, Sicamous
Andrew Casson, Spallumcheen
Erin Carlson, Summerland
Kari Gares, Vernon
Jason Friesen, West Kelowna
Wayne Carson, CORD
Jay Simpson, CSRD
Amanda Shatzko, NORD
Caleb Moss, Golden
Christopher Derickson, WFN

TRUSTEES ABSENT:

Patrick Van Minsel, Peachland

George Elliott, Princeton

LIBRARY STAFF IN ATTENDANCE:

Don Nettleton, Chief Executive Officer
Christine McPhee, Director of Public Services South
Monica Gaucher, Director of Public Services North
Jeremy Sundin, Chief Financial Officer
Carla Phillips, Director of Human Resources
Jeff Campbell, Chief Technology Officer
Michal Utko, Director of Marketing and Communications
Leah Samson, Recording Secretary

GUESTS

Rose Jurkic, CUPE President

James Laitinen, PEA President

1. CALL TO ORDER / ESTABLISH QUORUM

Quorum was established. Chair Kozakevich called the meeting to order at 10:19 AM and introduced the guests.

2. ADOPTION OF THE AGENDA

MOTION 1

It was moved and seconded

THAT the Agenda be adopted as amended.

CARRIED

3. APPROVAL OF THE PREVIOUS MINUTES

MOTION 2

It was moved and seconded.

THAT the Minutes of the Board of Trustees Meeting held September 16, 2020, be approved.

CARRIED

4. FINANCE COMMITTEE REPORT – Chair David Mattes

a) CFO Financial Update Report to September 30, 2020 – Jeremy Sundin

The Board heard a report on the status of the ORL's finances to September 30, 2020. Although the COVID-19 pandemic has had an impact, the results are generally consistent with expectation and there does not appear to be anything that requires specific Board attention at this time.

MOTION 3

It was moved and seconded

THAT the CFO Financial Update Report to September 30, 2020 be received for information.

CARRIED

b) 2021 Budget

MOTION 4

It was moved and seconded

THAT the Board approve the Okanagan Regional Library 2021 Budget as recommended by the Board Finance Committee and presented on September 16, 2020, which includes a funding requirement of \$18,409,755 or +0.75%;
AND THAT the Board approve the 2021 Library Levy Member Apportionment (Appendix 3 of the CFO's Report).

BY WEIGHTED VOTE

For: 392

Opposed: 0

CARRIED UNANIMOUSLY BY WEIGHTED VOTE

5. STAFF REPORTS

a) CEO Report – Don Nettleton

The Board heard a report on library activities, including that:

- 'Browse and Borrow' service continues in all locations except UBCO;
- The Westside Learning Lab has reopened;
- Some safety controlled in-person programming is being piloted, contingent on provincial health orders;
- For October, physical circulation was at 81% of previous year's figures, while e-material usage was higher than 2019;
- Masks are expected to be worn in all ORL facilities based on the guidance from the provincial health officer.

MOTION 5

It was moved and seconded

THAT the CEO Report be received for information.

CARRIED

6. BOARD CHAIR REPORT – Karla Kozakevich

Chair Kozakevich reported that:

- The Board and the Canadian Union of Public Employees CUPE ratified a Memorandum of Agreement for 2021 through to 2023;
- Appointments to the Nominations Committee are North: Lori Mindnich (Lumby), South: Brian Harvey (Osoyoos), Central: Loyal Wooldridge (Kelowna);
- She and Andrew Casson have both reached their eight-year limit serving on the library board, as per the Library Act.

7. BC LIBRARY TRUSTEES' ASSOCIATION (BCLTA) REPORT – Liaison Erin Carlson

Councillor Carlson suggested that Trustees consider attending a BCLTA orientation and training session in the new year. This will be brought forward to the February 17, 2021 Board Meeting for consideration. Councillor Carlson has completed her term on the BCLTA Board of Directors. The Library Board will appoint a new liaison at their February 2021 meeting.

8. TRUSTEE REPORTS

None

9. APPROVE 2021 MEETING SCHEDULE

MOTION 6

It was moved and seconded

THAT the 2021 Meeting Schedule be approved as presented.

CARRIED

10. NEXT MEETING

Wednesday February 17, 2021 (virtual)

11. ADJOURNMENT

MOTION 7

It was moved and seconded

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 10:45 AM.

LIBRARY BOARD NOMINATIONS COMMITTEE REPORT – Year 2021

A. NOMINATIONS:

1. BOARD CHAIR: Sherry Philpott-Adhikary, Keremeos
2. BOARD VICE CHAIR: Doug Findlater, West Kelowna
3. FINANCE COMMITTEE CHAIR: David Mattes, Oliver
4. POLICY AND PLANNING COMMITTEE CHAIR: Loyal Wooldridge, Kelowna
5. PERSONNEL COMMITTEE CHAIR: Subrina Monteith, RDOS
6. BCLTA LIAISON:

B. STANDING COMMITTEE MEMBER VOLUNTEERS:

Board Policy Section II on Standing Committees reads as follows:

“Standing Committees are the Policy and Planning Committee, the Finance Committee, and the Personnel Committee. Chairs of all Standing Committees are elected from amongst all members for a one-year term, at the first meeting of each year. The Chair of each committee, in consultation with the Board Chair, shall appoint a maximum of five members to a committee, for a term of one year, or until the succeeding committee member is appointed... Committee members are appointed from a list of those members who have volunteered to serve on a committee.”

Special thanks to all who have put their names forward.

FINANCE COMMITTEE VOLUNTEERS:

Brian Harvey – Osoyoos
Todd McKenzie – Lake Country
Kari Gares - Vernon
Doug Findlater – West Kelowna

POLICY & PLANNING COMMITTEE VOLUNTEERS:

Pat Cochrane – Coldstream
Amanda Shatzko - RDNO
Michael Brooks-Hill – Revelstoke ^{if needed}
Lori Mindnich – Lumby ^{if needed}

PERSONNEL COMMITTEE VOLUNTEERS:

Tundra Baird – Enderby
Michael Brooks-Hill – Revelstoke ^{if needed}
Lori Mindnich – Lumby ^{if needed}

VOLUNTEERED TO SIT ON A COMMITTEE WHERE NEEDED:

Wayne Carson - CORD
Doug Findlater - West Kelowna

CEO REPORT TO THE BOARD

February 2021 Board Meeting

Two key words came readily to my mind in preparing this report to the Board. The first of course continues to be Covid-19. The second is stretched.

COVID-19 of course continues to hang over all of our activities and plans. As will be reported by others, we continue to try to modify and adapt our services to the changing conditions, with the prime goal being as much service as possible while ensuring public and staff safety. The encouraging news continues to be that, compared to most regions of Canada, we have been able to keep our branches open for browsing and public service. We have only had a few staff or their family cases of Covid-19, and no workplace outbreaks or transmissions. Meanwhile, much of the rest of the country has suffered through revolving library closures.

Stretched describes how staff has been affected. Within the branches, like in most areas that perform face to face frontline public service, there continues to be additional stress. Some of the activities that staff enjoy most, which normally help recharge and energize staff, such as children and adult programming and other close interactions with the community, no longer exist. And though our staff have largely been spared Covid-19 related illness, it is within our communities. Though not too many are personally sick, a number have had to isolate or look after family members who were sick or in isolation. Christmas break was much needed as many of our staff were showing the strain and badly needed a break to recharge. These next few dark and cold winter months will continue to stretch and challenge mental as well as physical health.

We are also very stretched at the Senior Management Team level and within other leadership. A couple of our team are dealing with significant personal or family health issues (one has been forced to resign), and Covid-19 and some of the extra projects have added a significant load onto already very busy people. We are trying to find ways to postpone projects or, where that is not feasible, find ways to involve other staff or adapt to the demands. We also have had another couple of key large branch leader vacancies in Kelowna and West Kelowna that require the Management Team to cover some holes and then recruit and train. Managing workload and avoiding key staff burnout will be very important.

It is early in the year so there are not a huge amount of new things to report to the Board. A couple to note are:

Peer Navigator Partnership

This partnership program, which the Library is hoping to start with a local non-profit organization, has been spawned from the Kelowna homeless task force. The City of Kelowna and their local non-profit partner obtained a federal grant to run a 3-year program. The goal of this program is to train and hire individuals who have recently been homeless or marginalized to reach out and assist those living on the streets or otherwise needing assistance to be welcomed and assisted in whatever they require. This could include navigating government forms to register for benefits or other support services to help them get to a better place. The downtown Kelowna Library would be one of the sites that these folks would work out of. It is something that has seen success in other locations, particularly in the United States, and we are very hopeful it will help us reach a group that are often difficult to serve. Current plans are that this could begin by about May.

West Kelowna New Branch

As was discussed in camera, the planning work for this Library is proceeding at a fast-tracked pace. They hope to have site work started by early May and construction by late summer with occupancy late 2022. This is an aggressive schedule but doable providing it is carefully managed. They have just made a selection for a construction manager to oversee the project to help ensure their timelines are met.

Strategic Planning

As the Board will remember, the renewal of our previous strategic plan was started just prior to Covid-19. We currently have no senior staff capacity to continue to develop or work on this project in the first 2/3 of this year. The impacts that Covid-19 may have on the needs of the community and library services have not yet had time to be flushed out and it appears that we will continue to have our operations impacted by Covid-19 for most of 2021. I think that much of the prior work that was done, such as public and staff surveys, may then need to be re-examined as thinking will have changed. I recommend that the Board put this new strategic plan project off for another year and that meanwhile we continue to operate under the prior strategic plan as we have been doing. The Board and staff had agreed that things like the value and mission statements and many other aspects of the prior plan developed in 2015 were still valid and would probably not be changed in the new plan.

Revelstoke Library Expansion

This project to add a makerspace was significantly funded by the Columbia Basin Trust, and a lot of community donations. The City of Revelstoke had wanted to oversee the project and had hired an architect to develop specifications and gone out to tender. As previously reported, the responses came in way above our budgets, and so the type of construction and design needed to be reconsidered or the project scrapped. City staff have now allowed the ORL to take over the project. We are working with the City architect to design the add on to be accomplished by a different type of construction – likely portables that could be built offsite and set into place along with some interior renovations. We hope that by early March we will be able to get the quotations back and that they will be within or close to budget so that this project can quickly proceed.

PEA Negotiations

We started bargaining with PEA in late November 2020, where we met over three days. Further talks were postponed until early February 2021. The contract for PEA ended as of December 31, 2020. Discussions around this will take place at the Board In-Camera Meeting.

Finances

The final year end work and annual audit will be taking place over the next couple of months. Early expectations are that we will probably have some surplus from 2020 due to the impact of the closures and some vacancies and unfilled positions or lower use of on call partially offset by costs of protective equipment, additional cleaning, supplies, etc. The results will be known and reported at the next Board meeting in May. Given the known upcoming demands for furnishings and building costs for the West Kelowna project, any savings from 2020 that can be transferred to reserves will help minimize borrowing, or can be set aside by the Board to be used to assist with one time strategic needs.

Conclusion

Again, thank you to the Board for the support of myself and our Leadership Team and staff during this challenging and very unusual period. We expect it to continue for several more months and your encouragement is appreciated.

Respectfully submitted,



Don Nettleton, CEO

First Name*	Frances
Last Name*	Trowsse
Subject*	Black History Month
Message*	<p>Recently I contacted the OKanagan Regional Library in Kelowna to question why there was no acknowledgement of Black History month in the ORL. I believe this is an oversight and would like to know if the ORL plans to change this for next year. When I first contacted staff I was sent a link to the Vancouver Public Library then a list of recommended reading was sent to me. I did a random check on websites for libraries, Government of Canada and organizations such as tvo and found very comprehensive lists of resources provided for the public - books, art, music, history, etc. - all pertaining to Black History month. The only 'unsuccessful' search was the ORL - their home page doesn't present any acknowledgement of Black History month. I think this is an oversight that warrants more thought and needs to be corrected. The following is a small sample of example of how organizations, government departments and libraries are acknowledging Black History month: www.calgarylibrary.ca www.reginalibrary.ca www.thunderbaylibrary.ca www.tvo.org Government of Canada At this point it seems my communication with ORL staff has ended which leaves me feeling there is no action or resolution to my query. I am reaching out to the Board to ask for their consideration of this matter. Frances Trowsse</p>
Upon submitting this, you understand and agree that your message will become public record. It will be reviewed and forwarded to the appropriate party for response, which may be staff for staff related matters, or the Board of Directors if it is deemed to be a board matter.	<input type="checkbox"/> I Agree