

**Minutes of REGULAR BOARD MEETING  
of the Okanagan Regional Library District**

**Location:** Boardroom, Library Administration Offices, 1430 K.L.O. Road, Kelowna, BC

**Date:** Tuesday, May 17, 2023

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Trustees:  
*(In Person)* Neil Todd, Armstrong  
Pat Cochrane, Coldstream  
David Ramey, Enderby  
John Manuel, Golden  
Tracy Henderson, Keremeos  
Lori Mindnich, Lumby  
David Mattes, Oliver  
Terry Condon, Peachland  
George Elliott, Princeton  
Tim Palmer, Revelstoke  
Bob Evans, Sicamous  
Kari Gares, Vernon  
Tasha DaSilva, West Kelowna  
Kevin Kraft, Regional District Central Okanagan  
Adrienne Fedrigo, Regional District Okanagan Similkameen (Alternate)

*(Electronic)* Cara Reed, Lake Country  
Sylvia Lindgren, Salmon Arm  
Allysa Hopkins, Regional District North Okanagan

Trustees  
Absent: Loyal Wooldridge, Kelowna  
Erin Trainer, Summerland  
Sara Tronson, Westbank First Nation  
Dean Trumbley, Regional District Columbia Shuswap  
Todd York, Spallumcheen  
Myers Bennett, Osoyoos

Staff:  
*(In Person)* Danielle Hubbard, Chief Executive Officer  
Christine McPhee, Director of Public Services, South  
Mark Reinelt, Director of Public Services, North  
Leslie Brecht, Director of Human Resources  
Jeff Campbell, Chief Technology Officer  
Michal Utko, Director of Marketing and Communications  
Leah Samson, Administrative Services Manager (Recording Secretary)

Guests:  
*(In Person)* Tiana Verigin, Auditor, BDO Canada  
Ashley Machum, PEA President, ORL Chapter  
Nicole Cabrejos, CUPE President, ORL Chapter

**1. CALL TO ORDER, ESTABLISH QUORUM**

Quorum was established with 18 trustees in attendance. Vice-Chair Mattes called the meeting to order at 10:30 am.

**2. ADOPTION OF THE AGENDA**

*All Trustees – Unweighted Vote – Simple Majority*

Additions:

- Provincial Enhancement Grant under 'Finance' as Item 6.5A.
- Strategic Planning Consultant under 'Rise and Report', as Item 9.1.

Moved by Terry Condon, Seconded by Tasha Da Silva

**THAT** the May 17, 2023 Regular Board meeting agenda be adopted as amended.

CARRIED

**3. ADOPTION OF MINUTES**

*All Trustees – Unweighted Vote – Simple Majority*

Moved by David Ramey, Seconded by Lori Mindnich

**THAT** the February 15, 2023 Regular Board Meeting minutes be adopted.

CARRIED

**4. CHIEF EXECUTIVE OFFICER REPORT**

CEO Danielle Hubbard reported on the highlights of the operational and strategic activities of the ORL.

**5. ANNUAL REPORT YEAR 2022**

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

Moved by Cara Reed, Seconded by Tracy Henderson

**THAT** the Annual Report Year 2022 be accepted as presented in accordance with the *BC Library Act*.

CARRIED

**6. FINANCE**

**6.1. Audit Year 2022 Report to the Board – Tiana Verigin, Auditor, BDO Canada**

*All Trustees - Unweighted Vote - Simple Majority*

Ms. Verigin presented the results of the audit of the ORL's financial statements for the year ended December 31, 2022.

Moved by Kari Gares, Seconded by Tasha Da Silva

**THAT** the Audit Year 2022 Report to the Board in the form attached to the Finance Committee Report dated May 17, 2023 be received for information.

CARRIED

## **6.2. Audited Financial Statements Year 2022**

*All Trustees - Unweighted Vote - Simple Majority*

Ms. Verigin presented the highlights of the audited 2022 financial statements and reported that it was a clean audit.

Moved by Bob Evans, Seconded by John Manual

**THAT** the Board accept the Audited Financial Statements Year 2022 in the form attached to the Finance Committee Report dated May 17, 2023, and in accordance with Section 26 (2) of the *Library Act*.

CARRIED

## **6.3. Appoint Auditor for 2023 Audit**

*All Trustees – Unweighted Vote – Simple Majority*

Moved by Lori Mindnich, Seconded by Terry Condon

**THAT** the Board approve staff to go out to tender for the Year 2023 audit, as set out in the Report from the Finance Committee dated May 17, 2023, and in accordance with Section XI.C. of Library Board Policy.

CARRIED UNANIMOUSLY

## **6.4. Statement of Financial Information (SOFI) Report Year 2022**

*All Trustees - Unweighted Vote - Simple Majority*

CEO Danielle Hubbard reported on the highlights of the report, noting that there are no areas of concern for the board at this time.

Moved by Lori Mindnich, Seconded by George Elliott

**THAT** the Statement of Financial Information Report Year 2022, in the form attached to the Finance Committee Report dated May 17, 2023, and in accordance with the *Financial Information Act*, be received for information.

CARRIED

## **6.5A Provincial Enhancement Grant**

CEO Danielle Hubbard reported on the one-time Provincial Enhancement Grant, stating that the ORL has received a portion of the funds with the remaining funds expected to arrive within the next few months. The Finance Committee will bring forward their recommendations for allocation of the grant funding with their draft 2024 budget presentation in September.

## **6.5B. Budget Year 2024, Timeline**

*All Trustees - Unweighted Vote - Simple Majority*

Finance Chair Kari Gares reported that the June 23, 2023 Finance Committee meeting was moved to June 19, 2023, which will slightly amend the timeline.

Moved by Lori Mindnich, Seconded by Terry Condon

**THAT** the 2024 budget process as set out in the attached Report from the Finance Committee dated May 17, 2023, and as amended, be received for information.

CARRIED

## **6.5. Investment Policy**

*All Trustees - Unweighted Vote - Simple Majority*

Moved by Terry Condon, Seconded by David Mattes

**THAT** the proposed Investment Policy in the form attached to the Report from the Chief Financial Officer dated May 17, 2023 be approved.

CARRIED

#### **6.6. Chief Financial Officer Report**

*All Trustees - Unweighted Vote - Simple Majority*

CEO Danielle Hubbard presented the highlights of the report and noted that there appear to be no areas of concern for the board at this time.

Moved by Bob Evans, Seconded by George Elliott

**THAT** the Financial Update Report to March 31, 2023, in the form attached to the Report from the Chief Financial Officer dated May 17, 2023, be received for information.

CARRIED

#### **8. POLICY AND PLANNING - Chair Silvia Lindgren**

*All Trustees - Unweighted Vote - Simple Majority*

CEO Danielle Hubbard reported on truth and reconciliation and land acknowledgements for the ORL, and a proposed plan to engage with possible consultants and other library systems to explore potential options as well as researching staff training opportunities. The Policy and Planning Committee will discuss at their next meeting. In the interim, several board members expressed support for acknowledging the land where the ORL headquarters is located, which is where the board meetings are held.

Moved by Terry Condon, Seconded by Kevin Kraft

**THAT** the Board approve land acknowledgements for meetings held at the ORL Administration Building.

CARRIED

Committee Chair Lindgren and CEO Danielle Hubbard then provided the Board with several policy recommendations in the form attached to the Policy and Planning Committee Report dated May 17, 2023, for the Boards consideration and approval.

#### **8.1. New Delegation Policy-Section II.A: Meetings**

*All Trustees - Unweighted Vote - Simple Majority*

The draft delegation policy was discussed, and a few suggested language revisions were proposed.

Moved by Tim Palmer, Seconded by Tracy Henderson

**THAT** the draft delegation policy be referred back to the Policy and Planning Committee for further revision.

CARRIED

**8.2. Revised Policy-Section II.A: Meetings**

*All Trustees - Unweighted Vote - Simple Majority*

It was suggested to add the word "closed" under #4 in the proposed policy.

Moved by Kari Gares, Seconded by Tracy Henderson

**THAT** the proposed revisions to policy Section II.A: Meetings be accepted as presented in Attachment #4.3 of the Policy and Planning Committee Report dated May 17, 2023, and as further revised with the addition of the word "closed" under #4.

CARRIED

**8.3. Revised Policy-Section II.C: Conduct of Meetings (Voting)**

*All Trustees - Unweighted Vote - Simple Majority*

Moved by David Ramey, Seconded by Kevin Kraft

**THAT** the proposed revisions to policy Section II.C: Conduct of Meetings be accepted as presented in Attachment #4.4 of the Policy and Planning Committee Report dated May 17, 2023.

CARRIED

**8.4. New Data Removal Policy-Section X: Personnel**

*All Trustees - Unweighted Vote - Simple Majority*

Trustee David Mattes suggested a few revisions to the proposed new policy.

Moved by David Ramey, Seconded by John Manual

**THAT** the proposed new data removal policy be accepted as presented in the Policy and Planning Committee Report dated May 17, 2023, with the additional revisions as recommended by Trustee David Mattes.

CARRIED

**8.5. Revised Policy-Section X.L: Electronic Systems, Network, E-mail, and Internet Use**

*All Trustees - Unweighted Vote - Simple Majority*

Moved by Tim Palmer, Seconded by Lori Mindnich

**THAT** the proposed revisions to Policy-Section X.L: Electronic Systems, Network, E-mail, and Internet Use be accepted as presented in Attachment #4.5b of the Policy and Planning Committee Report dated May 17, 2023.

CARRIED

**8.6. Revised Policy-Section VII.D: Rules of Conduct**

*All Trustees - Unweighted Vote - Simple Majority*

Discussion was held regarding the recommended changes to the Rules of Conduct policy and several board members proposed further revisions.

Moved by David Mattes, Seconded by George Elliott

**THAT** Policy Section VI: Services, Subsection D: Rules of Conduct be referred back to the Policy and Planning Committee for further revision.

DEFEATED

Moved by Sylvia Lindgren, Seconded by Lori Mindnich

**THAT** the proposed revisions to the Rules of Conduct be accepted as presented in the Report from the Policy and Planning Committee dated May 17, 2023.

CARRIED

Moved by Sylvia Lindgren, Seconded by Tim Palmer

**THAT** the Rules of Conduct be referred back to the Policy and Planning Committee for further consideration based on input from various board members.

CARRIED

**9. RISE AND REPORT - IN-CAMERA DECISIONS**

*All Trustees - Unweighted Vote - Simple Majority*

The following topics were discussed in-camera in accordance with Board Policy and the *Community Charter* and were released as they are no longer considered sensitive.

**9.1. Strategic Planning Consultant**

Moved by Tracy Henderson, Seconded by Lori Mindnich

To rise and report **THAT** the Board approve WCS Engagement + Planning to be contracted for the development of a new strategic plan for the ORL; AND THAT staff be authorized to execute the service agreement.

CARRIED

**9.2. Lumby Branch Relocation**

Moved by Terry Condon, Seconded by Tracy Henderson

To rise and report **THAT** the Board approve relocation of the Lumby branch.

CARRIED

**10. CORRESPONDENCE**

*All Trustees - Unweighted Vote - Simple Majority*

**10.1 Letter from M. Martin, Director, Public Libraries Branch re Public Library Grants Award Letter, dated March 31, 2023**

Moved by Tracy Henderson, Seconded by Pat Cochrane

**THAT** the correspondence from the Public Libraries Branch dated March 31, 2023 regarding public library grants award, be received for information.

CARRIED

**11. TRUSTEE ITEMS**

None.

**12. NEW BUSINESS**

None.

**13. ADJOURNMENT**

*All Trustees – Unweighted Vote – Simple Majority*

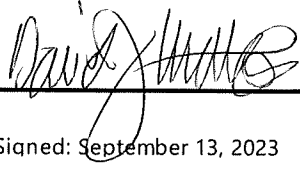
Moved By Terry Condon, Seconded by Tasha Da Silva

**THAT** the May 17, 2023 Regular Board meeting be adjourned.

CARRIED

Adjourned: 12:32 p.m.

**X**



Board Chair

Approved & Signed: September 13, 2023