

MINUTES
LIBRARY BOARD REGULAR MEETING
WEDNESDAY, MAY 19, 2021
HELD VIRTUALLY VIA MICROSOFT TEAMS

"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:

Linda Fisher, Armstrong	Louise Wallace Richmond, Salmon Arm
Pat Cochrane, Coldstream	Bob Evans, Sicamous
Tundra Baird, Enderby	Erin Carlson, Summerland
Caleb Moss, Golden	Kari Gares, Vernon
Loyal Wooldridge, Kelowna	Doug Findlater, West Kelowna
Sherry Philpott-Adhikary, Keremeos	Wayne Carson, CORD
Todd McKenzie, Lake Country	Jay Simpson, CSRD
Lori Mindnich, Lumby	Amanda Shatzko, NORD
David Mattes, Oliver	Subrina Monteith, OSRD
Brian Harvey, Osoyoos	

TRUSTEES ABSENT:

Todd York, Spallumcheen	Patrick Van Minsel, Peachland
George Elliott, Princeton	Michael Brooks-Hill, Revelstoke
Christopher Derickson, WFN	

ADMINISTRATIVE STAFF IN ATTENDANCE:

Don Nettleton, Chief Executive Officer
Jeremy Sundin, Chief Financial Officer
Christine McPhee, Director of Public Services South
Monica Gaucher, Director of Public Services North
Jeff Campbell, Chief Technology Officer
Michal Utko, Director of Marketing and Communications
Leah Samson, Administrative Services Manager (Recording Secretary)

GUESTS IN ATTENDANCE:

Markus Schrott, BDO Dunwoody	Ashley Machum, PEA President
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1. CALL TO ORDER / INTRODUCTION OF GUESTS

A majority of all the members of the library board is a quorum.

Quorum was established with 19 board members in attendance.
The meeting was called to order at 10:14 AM.

2. ADOPTION OF THE AGENDA

MOTION 1

It was moved and seconded
THAT the Agenda be adopted.
CARRIED

3. ADOPTION OF PREVIOUS MINUTES

MOTION 2

It was moved and seconded

THAT the Minutes of the Regular Library Board Meeting held February 17, 2021 be approved.

CARRIED

4. BOARD COMMITTEE REPORTS

4.1. FINANCE COMMITTEE – Chair David Mattes

- a) **BDO Final Report to the Board**
- b) **2020 Audited Financial Statements**

The Board heard a report from Markus Schrott, Auditor, BDO Canada LLP, on the ORL's 2020 audit. The Finance Committee had reviewed the Auditor's report and draft financial statements in detail at a meeting on May 5, 2021 and brought forward to the Board a recommendation to approve the statements.

MOTION 3

It was moved and seconded

THAT the Auditor's Report be received for information.

CARRIED UNANIMOUSLY

MOTION 4

It was moved and seconded

THAT the draft 2020 Audited Financial Statements be approved.

CARRIED UNANIMOUSLY

The full statements can be found on the ORL's website www.orl.bc.ca

- a) **Statement of Financial Information (SOFI) Report Year 2020 – CFO Jeremy Sundin**

Board policy states that the Finance Committee shall approve all of the statements and schedules filed under the Financial Information Act. The Finance Committee had reviewed the report in detail at their meeting on May 5, 2021 and had passed a motion to approve it. The approved 2020 audited financial statements will be inserted and the full report will be submitted to the Province as required.

MOTION 5

It was moved and seconded

THAT the 2020 Statement of Financial Information Report be received for information.

CARRIED UNANIMOUSLY

- b) **Appoint Auditor for 2021 Audit**

The Finance Committee discussed the appointment of auditor at their meeting on May 5, 2021 and brought forward a recommendation to reappoint BDO Canada. Chair Mattes advised that board policy will be reviewed this year regarding tenders

for financial services and going out to market for audit services.

MOTION 6

It was moved and seconded

THAT BDO Canada LLP be appointed as auditor for the Okanagan Regional Library 2021 audit.

CARRIED UNANIMOUSLY

c) Budget 2022 – David Mattes

Initial discussion, proposed timeframe, and any input from the Board

The Finance Committee has directed staff to prepare three draft budget options of 0%, 1%, and 2%. The Finance Committee will review these and present their recommendations to the Board for consideration at the September 8, 2021 Library Board meeting.

5. ANNUAL REPORT 2020

CEO Don Nettleton reported on the highlights of 2020. Aside from service changes impacted by the pandemic, other events in 2020 included new paint and flooring for Golden Branch, relocation of the Oliver Branch to a larger shopping mall location, a new staff position to increase services to those shut-in and/or with visual or other challenges with print, and a special provincial grant that allowed the ORL to increase the speed and bandwidth of users of Library equipment and wi-fi.

Although usage statistics were very different from normal years, Mr. Nettleton noted that they are very encouraging, given the amount of time the branches were closed or only able to provide curbside holds pickup, and that no in branch programming was permitted for most of the year. He also noted that the ORL was able to operate without any incidents of Covid-19 transmission in the branches amongst staff or the public, which can be attributed to staff working hard and carefully following the Covid-19 safety plans.

MOTION 7

It was moved and seconded

THAT the 2020 Annual Report be approved.

CARRIED UNANIMOUSLY

The full report can be found on the ORL's website www.orl.bc.ca

6. STAFF REPORTS

A. CEO Report - Don Nettleton

The Board heard a report from Mr. Nettleton, which highlighted:

- key staff changes in Kelowna, West Kelowna and Vernon branches, as well as Headquarters with the announcement of a new Director of Human Resources, Leslie Brecht, who will join the ORL at the end of this month.
- an update on Library services including the continuation of the ORL's 'Browse and Borrow' services and the upcoming online Summer Reading Club program.
- that the West Kelowna new branch planning is going well, and West Kelowna anticipates starting the public input process over the next month or so.

- that starting in June, patrons will have the ability to receive online certification to use the ORL's makerspace equipment, which will allow them increased access to these makerspaces while the pandemic continues.

Mr. Nettleton further reported that the ORL has received donations from Vantage One for the Peachland, Enderby, Armstrong, and Vernon branches, which allowed them to purchase cricket cutters for their makerspaces.

MOTION 8

It was moved and seconded

THAT the CEO Report be received for information.

CARRIED UNANIMOUSLY

B. CFO Report - Jeremy Sundin

The Board heard a financial report from CFO Jeremy Sundin, which included an update to December 31, 2020 along with the year-to-date, annual budget and variances. He concluded that the ORL's financial results to year end are reasonably consistent with expectations and pandemic impacts, and that there does not appear to be anything requiring specific board attention at this time.

MOTION 9

It was moved and seconded

THAT the CFO Report be received for information.

CARRIED UNANIMOUSLY

C. Public Services Presentation - Monica Gaucher & Christine McPhee

The Board viewed a video presentation on 'Joy', in which branch leaders shared stories from their library communities.

The Board also heard a presentation on the Peer Navigator Program operated by Urban Matters, which is currently underway in the Kelowna Branch. The program provides employment opportunities and supports people experiencing a variety of vulnerabilities, including those with lived and living experience of homelessness and/or substance use.

7. BOARD CHAIR REPORT – Sherry Philpott-Adhikary

Chair Philpott-Adhikary thanked staff and trustees and encouraged board members to drop by their local library branch to say hello to staff.

8. TRUSTEE REPORTS

Opportunity for Trustees to report on any library related activities in their area.

Councillor Baird reported that the chicken eggs have hatched at their local Enderby branch.

9. **NEXT MEETING** – Wednesday, September 8, 2021

10. MOTION TO ADJOURN

MOTION 10

It was moved and seconded

THAT the regular library board meeting be adjourned.

CARRIED

The meeting adjourned at 11:08 AM.

Minutes Approved by the Library Board: September 8, 2021

Board Chair: Sherry Philpott-Adhikary

A handwritten signature in black ink that reads "Sherry Philpott-Adhikary". The signature is written in a cursive style and is positioned above a faint, light-colored rectangular stamp or watermark.