

## MINUTES

### LIBRARY BOARD MEETING HELD VIRTUALLY VIA MICROSOFT TEAMS WEDNESDAY, MAY 20, 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  
Pat Cochrane, Coldstream  
Tundra Baird, Enderby  
Loyal Wooldridge, Kelowna  
Sherry Philpott-Adhikary, Keremeos  
Cara Reed, Lake Country (Alt)  
Lori Mindnich, Lumby  
David Mattes, Oliver  
Brian Harvey, Osoyoos  
Nicole Cherlet, Revelstoke (Alt)  
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:**

Linda Fisher, Armstrong  
Patrick Van Minsel, Peachland

George Elliott, Princeton

#### **LIBRARY STAFF IN ATTENDANCE:**

Don Nettleton, Chief Executive Officer  
Christine McPhee, Director of Public Services  
Jeremy Sundin, Chief Financial Officer  
Jeff Campbell, Chief Technology Officer  
Michal Utko, Director of Marketing & Communications  
Leah Samson, Recording Secretary

#### **GUESTS IN ATTENDANCE:**

Cara Reed, Lake Country, Alternate Trustee  
Markus Schrott, BDO Canada, Auditor  
Daphne Wood, Strategic Planning Consultant  
Rose Jurkic, C.U.P.E. Representative  
James Laitinen, P.E.A. Representative

---

### **1. CALL TO ORDER / INTRODUCTION OF GUESTS**

The meeting was called to order at 9:35 AM and the guests were introduced.

### **2. INTRODUCTION OF LATE ITEMS**

None

### 3. ADOPTION OF THE AGENDA

*MOTION 1*

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

### 4. ADOPTION OF THE MINUTES

*MOTION 2*

*It was moved and seconded  
THAT the Minutes of the Regular Library Board Meeting held February 19, 2020 be approved.  
CARRIED*

### 5. COMMITTEE REPORTS

#### 5.1. FINANCE COMMITTEE – Chair David Mattes

- a) **2019 Audited Financial Statements** – Presented by Markus Schrott, Auditor, BDO Canada LLP

The Board heard a report on the ORL's 2019 audit. The Finance Committee had reviewed in detail the auditor's report and draft financial statements at a meeting last week and brought forward to the board a recommendation to approve the audited financial 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 2019 Audited Financial Statements be approved.  
CARRIED UNANIMOUSLY*

The approved audited financial statements will be available on the ORL's website [www.orl.bc.ca](http://www.orl.bc.ca)

- b) **Statement of Financial Information (SOFI) Report Year 2019**

*MOTION 5*

*It was moved and seconded  
THAT the 2019 Statement of Financial Information Report be received for information.  
CARRIED UNANIMOUSLY*

**c) Appoint Auditor for 2020 Audit**

*MOTION 6*

*It was moved and seconded*

*THAT BDO Canada LLP be appointed as auditor for the Okanagan Regional Library 2020 audit.*

*CARRIED UNANIMOUSLY*

**d) Internal Financial Statements to March 31, 2020 – CFO Jeremy Sundin**

*MOTION 7*

*It was moved and seconded*

*THAT the Internal Financial Statement Report to March 31, 2020 be received for information.*

*CARRIED UNANIMOUSLY*

**e) Budget 2021**

Initial discussion, proposed timeframe and any input from the Board

The Board was presented with the timeline for the 2021 budget. The Finance Committee will present the draft budget at the September 16, 2020 Library Board meeting for the board's consideration.

**5.2. POLICY AND PLANNING COMMITTEE: Strategic Planning**

The Board heard a report from the ORL's strategic planning consultant Daphne Wood. Due to the pandemic, the timeline for a new strategic plan has been delayed. Canadian libraries are currently focused on immediate efforts around phasing in restoration of services and setting new expectations in terms of what public libraries can offer their communities while still following provincial health authority rules. Daphne recommended that the ORL resume strategic planning efforts in the new year with a goal to develop a plan to present to the Board in spring 2021, subject to impacts from the pandemic.

*MOTION 8*

*It was moved and seconded*

*THAT the recommendations proposed by the strategic planning consultant be accepted and that a strategic planning update be presented at the September 16, 2020 Library Board of Trustees meeting.*

*CARRIED UNANIMOUSLY*

**5.3. BC LIBRARY TRUSTEES' ASSOCIATION (BCLTA) – Liaison Erin Carlson**

The Board heard an update on the activities of the BCLTA, including their continued recruitment for an executive director. Details are available on their website.

*MOTION 9*

*It was moved and seconded*

*THAT the report be received for information.*

*CARRIED*

## 6. 2019 ANNUAL REPORT

*MOTION 10*

*It was moved and seconded*

*THAT the 2019 Annual Report be approved.*

*CARRIED UNANIMOUSLY*

## 7. STAFF REPORTS – IMPACTS OF COVID-19 ON THE ORL

### a) Summary and general timelines – CEO Don Nettleton

The Board heard a report on the impacts that the pandemic is having on the ORL and other public libraries, including plans for phased in services in accordance with provincial health directives. Information will be updated regularly on the ORL's website [www.orl.bc.ca](http://www.orl.bc.ca). Mr. Nettleton thanked the board for their support.

*MOTION 11*

*It was moved and seconded*

*THAT the report be received for information.*

*CARRIED*

### b) Projects and services – Director of Public Services Christine McPhee & Monica Gaucher

The Board heard a report on the ORL's current projects and services being offered. Curb side holds pickup service will begin June 2, 2020 and summer reading club and book clubs will be held virtually. Updates and activities can be found on the ORL's website [www.orl.bc.ca](http://www.orl.bc.ca)

*MOTION 12*

*It was moved and seconded*

*THAT the report be received for information.*

*CARRIED*

### c) Initial Financial Affects – CFO Jeremy Sundin

The Board heard a report on the financial impacts to the ORL due to the pandemic.

*MOTION 13*

*It was moved and seconded*

*THAT that financial report be received for information.*

*CARRIED*

## 8. BOARD CHAIR REPORT – Karla Kozakevich

Chair Kozakevich thanked ORL staff for their accomplishments during these unprecedented times.

## 9. TRUSTEE REPORTS

None.

**10. NEXT MEETING** – Wednesday, September 16, 2020

**11. ADJOURNMENT**

*MOTION 14*

*It was moved and seconded*

*THAT the meeting be adjourned.*

*Carried unanimously.*

The meeting adjourned at 11:22 AM.

Approved and Digitally Signed:  
Board Chair, Karla Kozakevich

A handwritten signature in cursive script that reads "Karla Kozalich".