

**THE THUNDER BAY PUBLIC LIBRARY BOARD**

**REGULAR BOARD MEETING**

Thursday, December 12 – 5:15 p.m.

Mary JL Black Resource Library

**AGENDA**

We acknowledge that the City of Thunder Bay has been built on the traditional territory of Fort William First Nation, signatory to the Robinson Superior Treaty of 1850. We also recognize the contributions made to our community by the Métis people.

**1. WELCOME AND INTRODUCTIONS (Observers and Invited Guests)**

**2. ADDITIONS TO THE AGENDA**

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. MINUTES**

- a) Regular Board Meeting – November 14, 2024 3-5

**MOTION: That the Minutes of the Regular Board Meeting held on Thursday, November 14, 2024, is adopted as amended/submitted.**

**5. CONSENT ITEMS – INFORMATION**

- a) Retirement acknowledgements for 2025 N/A
- T. Maronese – 29 years  
L. Gillespie – 34 years  
A. Blankenbaker – 12 years
- b) Friends of the Thunder Bay Public Library Minutes – (Oct 21) 6-8

**MOTION: That the Correspondence and Reports be received for action and/or information.**

**6. DECISION ITEMS**

a) Commercial Insurance Renewal 9-10

**7. INFORMATION/OTHER BUSINESS**

N/A

a) Capital Budget

b) Digital Services Switch to Hoopla

N/A

**8. CLOSED SESSION**

**In accordance with Section 16.4 a,e,f of PLA, the Board move into Closed Session**

**MOTION: That the Board move out of Closed Session.**

**MOTION: That the Board adopts the motions approved in Closed Session.**

**9. NEXT MEETING DATE**

January 9 - Mary JL Black Library

**10. ADJOURNMENT**

**MOTION: That the Regular meeting of the Thunder Bay Public Library Board being held on Thursday, December 12, 2024 be adjourned.**

**THUNDER BAY PUBLIC LIBRARY BOARD  
Minutes of the Regular Board Meeting**

**Held on Thursday, November 14, 2024  
Waverley Resource Library**

C. Grieve  
K. Fettes  
M. Zussino  
C. Bagdon  
S. Kabir  
J. Hudyma – arrived at 5:29

R. Togman, CEO  
M. Akis, Exec. Assistant (Minutes)

**Regrets:**

T. Giertuga  
C. McCraw  
J. Todd

**CALL TO ORDER**

**MOTION 024-085:** THAT the Regular Meeting of the Thunder Bay Public Library Board being held on Thursday November 14, 2024 now come to order 5:13 p.m.

**1. WELCOME AND INTRODUCTIONS (Observers and Invited Guests)**

**2. ADDITIONS TO THE AGENDA**

- 5 c) deleted, previously addressed
- 6 a) Operating Budget
- 7 a) Non – Resident fees
  - b) Research Fees
  - c) Letter of Support from Chamber of Commerce
  - d) Deputation to Council

**MOTION 024-086:** That the Agenda of the November 14, 2024 meeting be approved as amended.

Moved/Seconded: M. Zussino/S. Kabir  
**CARRIED**

### **3. CONFLICT OF INTEREST**

No Conflict of Interests were noted

### **4. MINUTES**

**MOTION 024-087:** That the Minutes of the Regular meeting held on Thursday October 10, 2024, be adopted as submitted.

Moved/Seconded: C. Bagdon/M. Zussino  
**CARRIED**

### **5. CONSENT ITEMS**

**MOTION 024-088:** That the Correspondence and Reports be received for action and/or information

There were no items

Moved/Seconded: M. Zussino/C. Bagdon  
**CARRIED**

### **6. DECISION**

#### **a) Operating Budget**

The CEO explained the discussion which Library Management had with City Administration around the 2025 budget envelope and our request.

J. Hudyma arrived at 5:29 pm

**MOTION 024-089:** That the TBPL Board recommend that the operating budget increase we ask the City of Thunder Bay for is a 4.2% increase.

Moved/seconded by: S. Kabir/C. Bagdon  
**CARRIED**

## **7. DISCUSSION/OTHER BUSINESS**

### **a) Non resident fees**

The CEO noted that there would be an increase of 3.8% in non-resident fees

### **b) Research Fees**

The CEO explained the particulars surrounding the implementation of Research Fees and the exceptions that would be provided.

### **c) Letter of Support from Chamber of Commerce**

TBPL received a letter of support from the Thunder Bay Chamber of Commerce in response to our new Social Procurement Policy.

### **d) CEO's Deputation to City Council**

The CEO noted that he will be providing a deputation to City Council on November 18.

M. Akis left the mtg at 5:59 p.m.

## **8. CLOSED SESSION**

**MOTION:** THAT in accordance with PLA Section 16.4, a,e,f, the Board move into Closed Session.

**MOTION:** THAT the Board move out of Closed Session.

**MOTION:** THAT the Board approve the motions passed in Closed Session.

## **9. NEXT MEETING DATE**

Thursday, December 12 – Mary JL Black Library

## **ADJOURNMENT**

That the regular meeting of the Thunder Bay Public Library Board being held on Thursday, November 14, 2024 now adjourns at 6:46 p.m..

**FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY**

FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY

Executive Meeting Minutes

Monday, October 21, 2024

UNAPPROVED

Attendees: Fran Duke, Joanne Petrisano, Christine Paul, Adrian DiGiuseppe, Pauline Parker, TBPL:  
Meagan Ross

Guest: Joan Duke

Reports Filed: Treasure's Report, Bingo Report, Bookstore Report

Fran Duke called the meeting to order at 1:00 pm

1. Additions to the Agenda: None
2. Declaration of conflict of Interest: M. Ross declared a conflict of interest.
3. Acceptance of Last Minutes – September 24, 2024, P. Parker moved A. DiGiuseppe Seconded.  
AIF
4. **Treasure's Report** (Joanne)
  - Account Balance: General \$21,416.25; Raffle \$299.86; Superior Shores \$2,667.85 TOTAL ACCOUNTS as of October 20, 2024 - \$24,383.96  
J. Petrisano moved. P. Parker seconded.
5. **Bookstore Convenor Report** (Fran and Christine)

MAJOR PRIORITIES: Prepare a bookstore inventory guide/map not yet done. Proper signage suggested.

OTHER ACTIVITIES:

- **Arrivals:** We are continuing to receive many boxes of books, DVDs and LPs donated by the public and books from TBPL.
- **Donations – outgoing – none**
- **Better World Book Shipments –** We are continuing to ship boxes of books to BWB, 17 during 2024. FOL contract obligation is shipment of at least 1 box per month and we receive 12.5% of net proceeds from sales through our web site.

## FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY

- **Sales and Events:** A Holiday/Art Gifting sale will be held on November 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> during our November Buck a Bag sale. A Thank You to Carol Grieve for her donation of two paintings. We also have many art books and DVDs, as well as excellent quality books and boxed sets suitable for gifting. Andrea will decorate and arrange the sale site and packaging of our gifting books. Fran will assist with pricing of art books, etc. Meagan will book the media room for the entire week of November 25<sup>th</sup>, and will ask whether the Friends can start storing priced and boxed sale inventory in the media room immediately.
  - **Staffing:** There are enough volunteers to cover all shifts. Fran and Andrea will be staffing the Wednesday late opening shift in October and November.
  - **Bookstore Operations Update:** We thank the Brodie Staff for their cooperation and assistance. TBPL staff member Cody Angus continues to do an excellent job of promoting the bookstore sales on the Friends Facebook page. We reviewed a list of suggestions from our new volunteer Andy Feng concerning old/rare books – it's a good idea, unfortunately there is no room to store old books. Regarding donations of LPs, there's more to reorganize and to be shelved. Adrian is determined to finish this task.
6. **Bingo Convenor Report:** (Pauline and Kathy) Kathie and Pauline picked up a bingo shift on November 25<sup>th</sup>, 2024 (3 pm to 5 pm) for FOL. P. Parker moved. F. Duke seconded.
7. **Membership Convenor Report:** (Fran and Adrian) – nil
8. **TBPL Update:** (Meagan)
- October 7<sup>th</sup>, 2024, Victoria, Meagan's assistant, is unable to attend our meeting and sends her regrets.
  - Regarding hours of library changes as of January 6<sup>th</sup>, 2025, TBPL staff know now and the public will be informed in the next Connect issue in November.
  - Mary JL Black and Waverley will be open 7 days a week. Brodie and County Park will not be open in the evenings, Brodie will be closed on the weekends.
  - 2025 – Closure dates: September 25<sup>th</sup>, December 25<sup>th</sup> and December 26<sup>th</sup>.
9. **50/50 Draw Update:** (Meagan)
- Raffles start first Mondays of each month, example: December 2<sup>nd</sup>, 2024, December 30<sup>th</sup>, 2024, and January 6<sup>th</sup>, 2025.

## FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY

- Promote tv/radio announcement of November 14<sup>th</sup> and November 15<sup>th</sup>.
- A logo was presented “**Friends 50/50**”.
- An ad will be in the Walleye.
- Circulation Desk available for buyers to buy tickets; use cash for those whom have no credit cards a printout provided.
- Rules can be found in our website.
- Potential date to advertise – November 25<sup>th</sup>, 2024.
- Public draws at 11 am.

10. **Friends Newsletter** – 50/50 etc. November 15<sup>th</sup>, 2024

11. **Holiday Book and Art Sale** – follow up by Meagan and Chris.

12. **December meeting and Holiday Social:** All volunteers are welcome. Site: MJB Library.  
Time: 1 pm to 4 pm.

13. **(All) Adjournment.** 3:20 pm

**Next Meeting:** November 26<sup>th</sup>, 2024, Hillcrest Condos Common Room at 1 pm.





## memorandum

**To:** TBPL Board

**From:** Richard Togman, CEO  
Cherri Braye, Director of Resources

**Date:** December 3, 2024

**Subject:** **Commercial Insurance Renewal**

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### **RECOMMENDATION**

THAT the commercial insurance policy #50113476 be renewed with Intact Insurance Company effective December 31, 2024 in the amount of \$62,526.60 (includes PST) funded from the operating expense account # 5900-800.

### **BACKGROUND**

The Library's current commercial insurance policy was recommended for renewal by the Library's insurance broker, Kaitlyn Coates, Canada Brokerlink. The premium for 2025 reflects an increase of 3.7% to cover inflationary increases in the buildings and contents for the 4 locations. This increase ensures that the Library's replacement values remain current.

A summary of the **Commercial Insurance** renewal is as follows:

Commercial Package Policy effective December 31<sup>st</sup>, 2024 to December 31<sup>st</sup>, 2025

Premium released at \$57,895 without PST. Representing a 3.7% increase that covers inflation and increased building values.

Summary on additional coverage:

**Travel Policy** for the Board Members effective January 1, 2024 to January 1, 2025

- SSQ Insurance Company Inc. Policy # 1CZ95
- Premium released at \$810 (same as last term)
- Extension provided for all Board Members 70 or over added. Board Members 70 years of age and younger are automatically covered.

**Commercial Auto Policy** effective December 31<sup>st</sup>, 2024 to December 31<sup>st</sup>, 2025

- Intact Insurance Policy # 711408785
- Premium released at \$3,176
- 2021 Nissan NV200 & 2014 Chevrolet Express
- Includes coverage for rental vehicles