



**Thunder Bay
Public Library**

Our Mission

The Thunder Bay Public Library facilitates knowledge sharing and helps build a connected and healthy community by providing the space, collections, services and programs that residents need to learn, grow, create and be successful.

Our Vision

Thunder Bay Public Library provides the community with inspiring and vibrant gathering spaces where anyone can achieve a lifetime of learning, build community, grow as a person, and fulfill endless possibilities

Our Values

Access & Sharing
Diversity & Inclusion
Innovation & Opportunity
High Quality Service
Collaboration
Intellectual Freedom

THE THUNDER BAY PUBLIC LIBRARY BOARD

AGENDA

FOR THE

REGULAR BOARD MEETING

TO BE HELD ON

**Thursday, April 17, 2025
AT 5:15 P.M.**

Brodie Resource Library

TBPL Website: <http://www.tbpl.ca>

THE THUNDER BAY PUBLIC LIBRARY BOARD**REGULAR BOARD MEETING**

Thursday, April 17, 2025 – 5:15 p.m.

Brodie 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)

Ania Berezowski, Lucas Bauer MNP, LLP

2. ADDITIONS TO THE AGENDA**3. DECLARATION OF CONFLICT OF INTEREST****4. MINUTES**

- | | | |
|----|---------------------------------------|-----|
| a) | Regular Board Meeting –March 13, 2025 | 3-6 |
|----|---------------------------------------|-----|

MOTION: That the Minutes of the Regular Board Meeting held on Thursday March 13, 2025, is adopted as amended/submitted.

5. CONSENT ITEMS – INFORMATION

- | | | |
|----|--|-------|
| a) | 2025 Final Report to the Board | TBD |
| b) | TBPL Financial Statement as of December 31, 2024 | TBD |
| c) | OLA Super Conference Report by J. Hudyma | 7-9 |
| d) | Friends of the Thunder Bay Public Library - March 25, 2025 | 10-12 |

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

6. **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 approves the motions passed in Closed Session

7. **DECISION ITEMS**

- | | | |
|----|--|-----|
| a) | 2024 Audited Financial Statement | N/A |
| b) | Memo to Thunder Bay City Council on Intercity Library Proposal | N/A |

8. **INFORMATION/OTHER BUSINESS**

9. **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 adopts the motions approved in Closed Session.

10. **NEXT MEETING DATE**

May 8 - Mary J.L. Black @ 5:15 p.m.

11. **ADJOURNMENT**

MOTION: That the Regular meeting of the Thunder Bay Public Library Board being held on Thursday, April 17, 2025 be adjourned.

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

**Held on Thursday, March 13, 2025
Brodie Resource Library**

C. Grieve
K. Fettes
C. McCraw
M. Zussino
C. Bagdon
T. Giertuga
J. Hudyma

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

Regrets:

J. Todd
S. Kabir

CALL TO ORDER

MOTION: 025-012: THAT the Regular Meeting of the Thunder Bay Public Library Board being held on Thursday March 13, 2025 now comes to order at 5:16 p.m..

1. **WELCOME AND INTRODUCTIONS (Observers and Invited Guests)**
2. **ADDITIONS TO THE AGENDA**

There were no additions to the agenda

MOTION 025-013: That the Agenda of the March 13, 2024 meeting be approved as provided

Moved/Seconded: M. Zussino/C. McCraw
CARRIED

3. **DECLARATION OF CONFLICT OF INTEREST**

No Conflict of Interests were noted

4. **MINUTES**

MOTION: 025-014: That the Minutes of the Regular meeting held on Thursday January 9, 2025, be adopted as submitted.

Moved/Seconded: M. Zussino/K. Fettes
CARRIED

5. **CONSENT ITEMS**

MOTION: 025-015: That the Correspondence and Reports be received for action and/or information

Moved/Seconded: C. McCraw/K. Fettes
CARRIED

6. **DECISION**

a) Policy 5.9 Health & Safety

This is a standing yearly item (no motion is required)

b) PSAB Full Accrual Budget

MOTION: 025-016: That the 2025 PSAB budget for the 2025 Financial Statements be approved with a balanced budget.

Moved/seconded by: M. Zussino/T. Giertuga
CARRIED

7. **DISCUSSION/OTHER BUSINESS**

a) Ontario Library Association Super Conference

All attending Board members enjoyed the Super Conference.

C. Bagdon, highlighted several of the sessions he attended -

- How AI effects Copyright law

- Seed Library (which was very interesting), Bruce County Public Library had a small table with catalogued and available seeds, their session included gathering seeds, promotion the collection, partnering with local community groups (might be worth investigating further)
- Library Boards and relationships between Library/City Council

J. Hudyma

- Jordan highlighted (VOLT) Valuing Ontario Libraries Toolkit
- Drag Storytelling (Okanagan Regional Library), noting that they developed a Crisis Communication Framework document for handling any crisis type issues (Jordan suggested that TBPL possibly investigate this).
- Strategic Planning, process going forward (should it be revised?)
- Community Networking - what do we have currently? What can we do to encourage more people to visit and utilize our facilities and programs?

C. McCraw

- Charmaine attended the Board bootcamp
- She also emphasized Strategic Planning and a stronger purpose for involvement

Recommendations as follows:

- Open house nights to recruit/encourage new members
- advocate help (hands on) in the community
- Youth Mentorship
- program package, succession book and history of Board
- What do other Library Boards do for Reconciliation?

M. Zussino asked if the budget request to council will be less taking into account the 50/50 lottery. The CEO explained that the Friends are the fundraising entity and this lottery will be supportive of a new space for children's programs and books

The CEO noted that if the Board wishes action to take place or a subcommittee to be formed, those questions or recommendations are to be directed to himself or the Board Chair.

- a) April Board meeting has been moved to April 17th location (TBD)
- b) Draft Subcommittees for 2024-2026 will be distributed to the Board, discussion if required, can take place at a later date.

M. Akis left the mtg at 5:56 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, April 17, 2025 (location TBD)

ADJOURNMENT

That the regular meeting of the Thunder Bay Public Library Board being held on Thursday, March 13, 2025 now adjourns at 6:24 p.m.

Report to the Thunder Bay Public Library Board: 2025 Ontario Library Association Conference

As a new board member, attending the 2025 Ontario Library Association (OLA) Conference was an invaluable experience. The sessions I attended provided key insights into the evolving role of libraries in community engagement, advocacy, and governance. Below is a summary of the sessions I attended and their relevance to both my role on the board and the Thunder Bay Public Library (TBPL) as an organization.

1. Put Your Library on the Map: An SDG Storytelling Workshop with IFLA's North American Regional Division

This session highlighted how libraries contribute to the United Nations Sustainable Development Goals (SDGs) and the importance of storytelling in demonstrating our impact. TBPL already plays a critical role in education and community well-being, and learning how to frame these contributions in a compelling narrative could enhance our advocacy and outreach efforts. The tools provided, including the IFLA Library Map of the World, could also help TBPL showcase our local contributions.

Output: I would like to request information from staff as to what our engagement with IFLA has been or currently is and if what is set out above has already been considered. I would like to table this as a discussion point at an upcoming board meeting.

2. Two in One: Shop Talks on Connection, Partnership, and Reconciliation

Community Connect: Creating Effective Library Partnerships with Local Support Agencies

This session demonstrated the power of partnerships in reaching underserved populations. TBPL could benefit from adopting similar flexible, low-cost collaboration models with local social services, health agencies, and community organizations to increase engagement and expand access to vital resources.

Learning Hard Truths: Building a Bridge to Reconciliation One Book at a Time

Truth and Reconciliation remain a significant focus in Canada, and this session provided a model for staff education and engagement. The idea of an internal book club, paired with Indigenous-led training, is an approach TBPL could consider to ensure that our team is equipped to support Indigenous communities meaningfully.

Output: I would like to table this as a discussion item at a future board meeting to better understand what work by the Board and staff has been undertaken to advance these items.

3. Dollars and Stories: Leveraging the Social Return on Investment for Public Libraries

This session reinforced the importance of demonstrating the tangible value of libraries through Social Return on Investment (SROI). With ongoing funding challenges, TBPL can use the Valuing Ontario Libraries Toolkit (VOLT) to quantify our impact, strengthen our advocacy efforts, and effectively communicate our economic and social benefits to municipal and provincial stakeholders.

Output: It is my understanding that we have used this methodology in the past. I would like to request a presentation by staff on the most up-to-date metrics and table a discussion around incorporating this into advocacy/communications efforts.

4. Growing Strong Community Connections with a Seed Library Program

The idea of a seed library aligns with TBPL's sustainability and community engagement goals. This program could foster environmental awareness, provide educational opportunities, and strengthen partnerships with local gardening clubs and environmental groups. Implementing a seed library could be a unique way to support food security and biodiversity initiatives in Thunder Bay.

5. Ever-Changing Landscape of Being a CEO – What Keeps Us Going and What Keeps Us Up at Night

Hearing from public library CEOs about the challenges and rewards of leadership offered insight into the complexities of managing a modern library system. Understanding these perspectives helps me to better understand how to support our library leadership, particularly in navigating change, community expectations, and financial pressures.

6. More than “Creoles and pidgins, Other”: Reaching Beyond MARC to Surface Indigenous-Language Content for Users

This session emphasized the need for accurate and culturally appropriate cataloging of Indigenous-language materials. Given Thunder Bay's significant Indigenous population, improving the discoverability of Indigenous resources within TBPL should be a priority. Implementing the updated metadata practices shared in this session could enhance access and recognition of Indigenous knowledge.

Output: I would like to add this as a discussion item to a future board meeting to understand what the TBPL has done on this subject matter.

7. Drag Story Time: A Case Study in Crisis Communication

Effective crisis communication strategies are essential for ensuring the TBPL remains a welcoming and inclusive space while effectively addressing public concerns. The communication tactics shared provided insight into navigating future challenges with transparency and confidence.

Output: I would like to table a discussion item at a future board meeting to know what our crisis communications plan/process is.

8. Power Plays and Public Purpose: Municipal Councils and Library Boards

This session explored the complex relationships between library boards and municipal councils. As a new board member, I found it particularly useful in understanding governance challenges, potential power struggles, and best practices for maintaining a collaborative and productive relationship with city officials.

9. Crossing the Bridge: A Strategic Planning Survival Guide

Strategic planning is an essential process for any library, and this session provided a framework for stakeholder engagement and goal-setting.

Output: I would like to table a discussion item to better understand how we are currently tracking against our current strategic plan.

FRIENDS OF THE THUNDER BAY PUBLIC LIBRARY

UNAPPROVED

Executive Meeting

March 25, 2025 1:00 pm Hillcrest Condos Common Room

Fran called the meeting to order at 1:05 pm

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

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

1. Additions to the Agenda – None.
2. Declaration of Conflict of Interest – Meagan Ross declared a conflict of interest.
3. Acceptance of Last Meeting Minutes – February 25, 2025: Pauline moved, Adrian seconded, all in favour.
4. TBPL Update – Meagan:
The AETS lease is up on May 30th and the organization will be vacating space in the lower levels of Brodie and Waverley libraries. This space will be utilized for children's programming in Waverley and plans are being developed for Brodie.

Library Giving Day – TBPL has partnered with Jones Insurance.

0. 50/50 Draw – Meagan:
Since the early bird draw for \$1,000 has spurred sales, the Friends 50/50 will be looking at adding a second \$1,000 draw each month starting in July. New banners have been received. The Friends can utilize the hardware from the old banners, which are being stored at Waverley, for new banners promoting FOL.

In April, a new theme will be released promoting sales in support of new development of the new children's area in the lower level of Waverley.

6. Annual General Meeting:
The Agenda for the AGM was discussed. Board Chair Carol Grieve will attend as will CEO Richard Togman who will speak on new renovation plans for Waverley and Brodie focusing on the expanded children's area at Waverley. Meagan agreed to manage elections to the Friends Executive. Two volunteer of the year awards will be presented – to Ellen Skillen and Bonnie Lambert. Meagan has ordered the plaques; TBPL covers this cost. Joanne will purchase 10 gift certificates as giveaways and will order a catered lunch.

7. Treasurers Report - Joanne:

A. Bank Balances as of March 23, 2025:

| | |
|-------------------------|-----------|
| General Account | 19,678.61 |
| 50/50 Raffle Account | 89,187.05 |
| Superior Shores Account | 2,150.13 |

Total: \$111,015.79

- B. TBPL has purchased a OBIE projector and mount with funds from the Superior Shores account. It will be installed at MJLB Library. Kathie and Pauline will determine how and when to advertise the purchase in order to gain a bonus share from OLG.
- C. Joanne recommended transferring \$5,000 from the Friends General Account to TBPL Reserve fund – the accumulated balance will total \$42,000.

Joanne moved acceptance of her report, Fran seconded, all in favour.

- 8. Bookstore Convenor Report – Fran:
Adrian used the label maker to prepare signage for all sections of the bookstore. Eleven boxes have been shipped to Better World Books this year. Lloyd and Patrick transported three boxes of deselected TBPL children's books to the Indigenous Friendship Centre who were very appreciative. Adrian suggested that we extend our open hours to 4:30 on sale days. Volunteers will be approached to see if they are willing to stay. The Brodie Librarian is printing pricing stickers for the bookstore. She will train Friends volunteers once she becomes comfortable with operating the machine. Thank you Marja! Fran moved; Adrian seconded; all in favour.
- 9. Bingo Convenor Report – Pauline and Kathie:
The Friends earned two shares in February and received \$1,927.98 from pooling. Our permit has been issued for 2025/26 and FOL has been approved to earn \$16,000. The first Quarter volunteer schedule was sent out to volunteers asking that they select shifts. Ashlyn Ransome, Charity Coordinator at Superior Shores, is tasked with overseeing the Implementation of Infraction & Escalation Process which was issued in May 2024; volunteer groups will be under greater scrutiny to follow OLG policy and standards. Pauline moved, Joanne seconded, all in favour.
- 10. Membership Convenor Report – Fran:
Two applications have been received – Jon Stevens and Charlotte Le. Meagan reported that she and Kim Gunn, head of HR for TBPL, reviewed training requirements for Friends volunteers. After discussion, it was decided that as of March 25, 2025 all new members in the FOL will be required to undertake HR training in health and safety and AODA.
- 11. Marketing for 50/50 Draw – Adrian:
There will be a meeting with Generator monthly. Generator will be shooting a new video at the bookstore. He is enjoying participating in radio and TV advertising with the local station and ensures there is always fresh content to stimulate public interest in the 50/50 draw.
- 12. Sales and Events – all:
There has been no response from NOWW to a request for more information on the upcoming Book Fair at Goods and Co. TBPL maintenance department has offered to transport boxes of materials on behalf of the FOL if we participate.
- 13. Women's Entrepreneurship Award RBC – completed applications are due in May.
- 14. Volunteer Shirts - no updates
- 15. Friends Information Booklet – no update

16. Adjournment 3:09 pm

Next meetings:

April 22, 2025, 1:00 pm = AGM-MJLB Community Room

May 27, 2025, 1:00 pm- Hillcrest Condos Common Room

June 24, 2025, 1:00 pm – Hillcrest Condos Common Room * to be determined