



Kenora Public Library Board – Minutes

Date: Wednesday, Feb. 26, 2025
Time: 4:45 p.m.
Location: Kenora Public Library and Virtual - Zoom

Attending In Person: R. McMillan, M. Poirier, S. Stasyna, C. Alcock

Attending Virtually: C. Marginet, C. Moorley, T. Fullmer

Absent/Regrets: E. Kaldeway, B. Manson, J. Hansen, A. Smith

Call to Order at 4:50 p.m.

Respect and Acknowledgment Declaration – read by M. Poirier

Declaration of Pecuniary Interest – None declared.

Welcome

Approval of Consent Agenda

#004-2025 moved by C. Marginet, seconded by S. Stasyna that the following consent agenda be approved:

- 1) Agenda for tonight's meeting
- 2) Minutes of the meeting held Wednesday, Nov. 27, at 4:45 p.m. and Special Meeting Minutes from Feb. 10, 2025, including any closed meeting minutes
- 3) CEO Report to Feb. 19, and statistical reports for November, December 2024, and Jan 2025.

#005-2025 moved by R. McMillan, seconded by C. Moorley that the Kenora Public Library Board supports the continuation of the delivery of library services in Keewatin and requests that the City of Kenora proceed with the necessary repairs to the existing facility as per the Structural Assessment Report provided to the City and shared with the Board. The Kenora Public Library Board is committed to ensuring that all repairs are made so that the building will be safe for all to enjoy.

#006-2025 moved by C. Moorley, seconded by C. Marginet that the following correspondence be received:

- 1) Ancestor Seekers Kenora Donation
- 2) Kathleen Todd 5 Year Work Anniversary

#007-2025 moved by S. Stasyna, seconded by T. Fullmer that the following financial reports be received:

- 1) YTD Budget vs. Actual
- 2) TD Mutual Fund Statement

Other:

- 1) Customer Service Step System – new procedure to be implemented to create a consistent and proactive approach to serving members effectively while ensuring continuous communication between staff and management about ongoing activities at the library. It is a tool that outlines indicators or events and subsequent responses.
- 2) Website – End of Life Announcement – because of a sale of the company, our webpage will be decommissioned as of September 2025. Starting in April, we will work to move our website to a new provider and have everything transitioned by September.

#008-2025 moved by C. Marginet that the meeting adjourns at 5:30 p.m.

Next meeting date: Wednesday, Mar. 26, 2025