



## 2. Chair's Remarks & Declarations of Interest

The Chair welcomed the Board for the last regular meeting of 2024. There were no Declarations of Interest.

## 3. Adoption of Minutes (attachment)

### 3.1 Regular Meeting – October 17, 2024

**MOTION: 2024-135** THAT the Regular Meeting Minutes of October 17, 2024 be adopted.

**MOVED BY:** K. Diorio

**SECONDED BY:** P. Clausi

**MOTION CARRIED.**

### 3.2 Special Meeting – November 1, 2024

**MOTION: 2024-136** THAT the Special Meeting Minutes of November 1, 2024 be adopted.

**MOVED BY:** L. Littleton

**SECONDED BY:** M. Brousseau

**MOTION CARRIED.**

## 4. Monthly Updates (verbal)

### 4.1 OLS Update – J. Coles

The Chair recommended sessions from the OLS Virtual Conference on library accessibility and the use of AI. Recorded sessions are available online.

### 4.2 CEO Update – K. Su

The CEO updated the Board about the following:

- Strategic Plan 2025-2028 was sent to City Council and was included in the Council package
- Merritt/Pen Centre press release was sent out November 11 with largely positive customer feedback.
- Hold IT Locker has been ordered for an April 2025 launch at the Merritt Community Pharmacy before the Merritt Branch move.
- OLA Super Conference registration is open and the Board is welcome to attend.

### 4.3 Department Update – SCPL LitFest - H. Jones

Staff presented about the inaugural SCPL LitFest events at the Central Library and First Ontario Performing Arts Centre. The Board congratulated staff on a successful event.

## 5. Consent Agenda

- 5.1 Correspondence
- 5.2 CEO Report – K. Su
- 5.3 Department Reports – October 2024
  - 5.3(a) Customer Service – J. Spera & M. Haanstra
  - 5.3(b) Facilities – S. Mannella
  - 5.3(c) Innovation, Collections, and Technology – D. Bott
  - 5.3(d) Programming & Promotions – H. Jones

**MOTION: 2024-137** THAT the Consent Agenda be received as circulated.  
**MOVED BY:** P. Clausi  
**SECONDED BY:** L. Littleton  
**MOTION CARRIED.**

## 6. Discussion Reports

- 6.1 Policy (P-16) Electronic Monitoring – D. Bott  
The Board received Policy (P-16) Electronic Monitoring with recommended amendment.

**MOTION: 2024-138** THAT the Board approve Policy (P-16) Electronic Monitoring as amended.  
**MOVED BY:** K. Diorio  
**SECONDED BY:** G. Riihimaki  
**MOTION CARRIED.**

- 6.2 Policy (G-08) Photography & Filming – H. Jones  
The Board received Policy (G-08) Photography & Filming. The Board asked for clarification on enforcement and staff training. The Board recommended a minor language amendment to better align with the Code of Conduct.

**MOTION: 2024-139** THAT the Board approve Policy (G-08) Photography and Filming as amended.  
**MOVED BY:** M. Brosseau  
**SECONDED BY:** P. Clausi  
**MOTION CARRIED.**

- 6.3 Policy (G-07) Code of Conduct – H. Jones  
The Board received Policy (G-07) Code of Conduct with minor adjustments for clarity and alignment with other policies.

**MOTION: 2024-140** THAT the Board approve Policy (G-07) Code of Conduct as amended.  
**MOVED BY:** L. Littleton  
**SECONDED BY:** K. Diorio

**MOTION CARRIED.**

6.4 Policy (P-05) Performance Appraisal – A. Maciukas

The Board received Policy (P-05) Performance Appraisal with recommended updates. The Board discussed the expectation of annual performance reviews and requested a six-month progress report.

**MOTION: 2024-141** THAT the Board approve Policy (P-05) Performance Appraisal as amended.

**MOVED BY:** M. Brousseau

**SECONDED BY:** G. Riihimaki

**MOTION CARRIED.**

**7. In-Camera Session**

7.1 In-Camera Agenda

7.1(a) Additions/Deletions to In-Camera Agenda

None

7.1(b) Adoption of In-Camera Agenda

**MOTION: 2024-141** THAT the In-Camera Agenda be adopted.

**MOVED BY:** K. Diorio

**SECONDED BY:** L. Littleton

**MOTION CARRIED.**

D. Bott, M. Haanstra, H. Jones and J. Spera left the meeting at 6:54pm

7.2 Motion to Move In-Camera

**MOTION: 2024-142** THAT the Regular Meeting move to In-Camera Session to discuss property, security and personnel matters.

**MOVED BY:** P. Clausi

**SECONDED BY:** M. Brousseau

**MOTION CARRIED.**

The meeting moved to In-Camera Session at 6:56pm

M. Brousseau left the meeting at 7:04pm

L. DiDonato, L. Jenter, A. Maciukas and K. Su left the meeting at 7:08pm

K. Su returned to the meeting at 7:22pm

7.6 Return to Open Session

**MOTION: 2024-145** THAT the In-Camera Session return to Open Session.  
**MOVED BY:** G. Riihimaki  
**SECONDED BY:** K. Diorio  
**MOTION CARRIED.**

The Meeting returned to Open Session at 7:28pm

**8. Motion(s) Arising From In-Camera Session**

**MOTION: 2024-146** THAT the Board receive the information presented during the closed session and that the Board Chair proceed as directed during the closed session.  
**MOVED BY:** P. Clausi  
**SECONDED BY:** L. Littleton  
**MOTION CARRIED.**

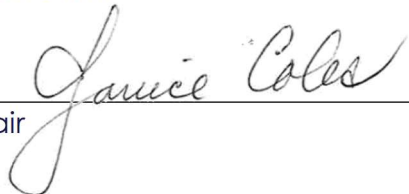
**9. Motion to Adjourn**


**MOTION: 2024-147** THAT the Regular Meeting be adjourned.  
**MOVED BY:** G. Riihimaki  
**SECONDED BY:** N/A  
**MOTION CARRIED.**

Meeting adjourned at 7:29pm.

**10. Next Meeting / Upcoming Events**

Board Meeting – Thursday, January 16, 2025 at 6:00 pm, Mills Room, Central Library & Microsoft Teams

  
Chair

  
Secretary