



LiRN Board Meeting

Thu Mar 26, 2026 12:00 PM - 2:00 PM EDT

Attendance

Members

Present: Theresa Leitch, Jacquie Fex, Augustine Krawchenko, Fernando Garcia, Brenda Albuquerque-Boutilier, Anthony Gonsalves, Vicki Whitmell, Edward Chadderton, Susan Virtue, Connie Crosby, Hor Druma, Mofola Lyon

Absent: Annette Demers, Heather Ritchie

Guests: Kayla Paciocco

1. Land Acknowledgement (V. Whitmell)

1.1 Land Acknowledgement was read.

2. Introduction (V. Whitmell)

2.1. Call to Order

Meeting was called to order at 12:05 p.m.

2.2. Roll Call / Confirmation of Quorum

Quorum confirmed.

2.3. Disclosure of Conflicts of Interest

No conflicts of interest were declared.

2.4. Approval of Agenda

Motion to approve agenda:

Moved by A. Krawchenko



Seconded by F. Garcia

All in favour

Carried

2.5. Chair's Remarks

None

2.6. Approval of Minutes

Motion to approve minutes of the January 23, 2026 Board Meeting

Moved by F. Garcia



Seconded by T. Chadderton

All in favour

Carried

3. Presentation by Co-Op Student (K. Paciocco)

K. Paciocco presented her project developing centralized LiRN LibGuides to support equitable access to legal information across courthouse libraries. Board members expressed strong appreciation for Ms. Paciocco's work noting that while her term ends in April her contributions will have lasting impact. Ms. Paciocco exited the meeting following her presentation. T. Leitch added that future development and maintenance of the LibGuides will continue with the incoming new law librarian (funded by the LFO grant).

4. Audit and Finance Committee Report (T. Chadderton)

4.1. 2025 Annual Financial Statements

Revenues increased due to additional (though deferred) LSO funding. Expenses also increased due to higher grant allocations and operational costs. Positive overall financial result after fund balance adjustments with no concerns raised.

Motion to approve the 2025 Financial Statements

Moved by F. Garcia



Seconded by A. Krawchenko

All in favour

Carried

4.2. Results of the 2025 Audit

It was a clean audit with no issues raised by auditors and no reporting of irregularities or concerns. The full audit report was available for board review.

4.3. Revised 2026 Budget

The revised budget reflects the incorporation of the Law Foundation of Ontario's \$1.287M grant. Highlights include funding for the hiring of a new law librarian (one-year renewable contract), a province-wide LiRN LiNK remote reference service using LibChat, and digital innovation initiatives. A survey will also be conducted to review courthouse population and usage review as well as a LiRN website redesign.

Motion to approve the revised 2026 LiRN budget.

Moved by A. Krawchenko



Seconded by C. Crosby

All in favour

4.4. Nipissing Financial Review

Final report expected shortly and likely consistent with preliminary findings.

4.5. Waterloo Request for Additional Funding

Waterloo requested extra funding to provide benefits to a temporary maternity-leave replacement. However, this was declined as the LSO does not offer benefits for contract employees and LiRN must remain consistent with sector norms.

5. Governance Committee Report (F. Garcia)

5.1. Clarification of Voting Shareholders Rights

FOLA and the TLA have historically voted at AGMs, but under the USA, they are non-voting shareholders. Board recommended that formal clarification be sought from the LSO.

Motion to direct Chair and Managing Director to request clarification from the LSO and propose AGM adjustments.



Moved by F. Garcia
Seconded by M. Lyon
All in favour
Carried.

5.2. Succession Planning for the Board Chair

Current approach is information, and the committee recommends creating a formal, predictable succession structure.

Motion to direct Governance Committee to develop a Board Chair succession planning framework.



Moved by F. Garcia
Seconded by A. Krawchenko
All in favour
Carried

5.3. New LiRN HR Policies for Approval

Policies presented as complete and ready for decision

- Recruitment Policy
- Probationary Period Policy
- Employee Code of Conduct

Motion to approve the Recruitment Policy, Probationary Period Policy and Employee Code of Conduct policy as presented.



Moved by F. Garcia
Seconded by C. Crosby
All in favour
Carried

5.4. Approval of Leave Policy Frameworks Without Top-Ups

Leave Policy consists of pregnancy/parental, critical illness, domestic/sexual violence, and the family medical leave. The committee recommends approving the non-financial components now and to defer top-up provisions pending costing and consultation with the LSO and LiRN Audit and Finance Committees.

Motion to approve Leave Policy framework excluding top-ups and conduct a costing review.



Moved by F. Garcia
Seconded by H. Druma
All in favour
Carried

5.5. By-Laws and Governance Documentation Review

No immediate changes required.

5.6. HR Policies in Draft Form

Forthcoming drafts:

- Training & Development
- Travel & Business Expenses
- Workplace AI Policy
- Network-facing AI Best Practices (later presented under Network Policy Committee)

6. Network Policy Committee Report (A. Krawchenko)

6.1. Library Operations Policy

a) CPD Work Classification: CPD is treated inconsistently as library vs. association work with the 15% cap on staff time as impractical. Committee proposes replacing numeric cap with “meaningful portion” language to allow flexibility. Some associations argue CPD work should be recognized as legitimate library work. LSO input is required, especially regarding revenue from CPD programs.

Board Direction: Do not vote yet. Revised draft to be circulated after incorporating board discussion and LSO consultation.

b) Audit & Compliance Provisions

Adopted suggestions:

- Clear audit triggers
- 60-day notice
- Independent auditor
- Funding not interrupted during an audit – but need to reserve the right to pause funding in cases of non-cooperation or suspected misuse.
- 90-day cure period
- 18-month audit look-back (extendable in some cases)
- Access to non-library accounts only if necessary to verify restricted-funds use

Board Direction: Update policy accordingly before bringing back for approval.

6.2. Communications Strategy

A comprehensive communications framework has been developed, including:

- Standardized quarterly updates
- Two annual network-wide live meetings
- Clear roles (Chair, MD, administrative leads)
- Listening Tour (FOLA plenary and staff town hall)
- Post-engagement follow-up summaries and integrated planning

Motion to approve the Communications Strategy

Moved by F. Garcia



Seconded by C. Crosby

All in favour

Carried

6.3. Interested Parties Listening Tour Plan

Will start Listening Tour which will be town-hall type forums for feedback and the expression of concerns that we would take into consideration when appropriate.

6.4. AI Best Practices for Courthouse Law Library Staff and Users

Draft guidelines for courthouse libraries underway; informed by forthcoming internal Workplace AI Policy.

7. Managing Director's Report (T. Leitch)

Operational updates include that the LiRN LiNK initiative has launched and recruitment for a contract law librarian underway with strong candidate interest. Ongoing development of grant management software for the 2027 budget cycle; associations will be advised that requests must be kept within inflation. The key impact report will be released at the end of April.

The website update will begin soon and include the new LiRN LiNK section, and S. Virtue will be transitioning to full-time hours.

Board moved in camera at 1:36 PM for the remainder of the Managing Director's Report.