

**ORILLIA PUBLIC LIBRARY BOARD**

**MINUTES OF MARCH 27, 2019 MEETING**

A regular meeting of the Library Board was held at the Library commencing at 4:18 p.m.

PRESENT – BOARD – B. Dickson, Chair; L. Avery; D. Elder, R. Greenlaw; P. Hehn; K. Hewitt; R. Kloostra; C. Seiberling-Spriggs; K. Seymour; R. Stevens

STAFF – S. Campbell, Chief Executive Officer  
K. Absalom, Director of Information Services  
S. Csekey, Director of Children’s & Youth Services  
S. Dance, Director of Technical Services  
M. Wilkinson, Head of Circulation Services  
T. Chatten, Recorder

ABSENT – E. Hutt

**BOARD ORIENTATION**

Chair B. Dickson formally welcomed all board members now that official appointments have been made and welcomed back the CEO. No building tour today – rescheduled for next meeting. All staff and board members in attendance introduced themselves with more detail/background information – members expressed their interests for specific committees to be confirmed next meeting.

Disclosure of Pecuniary Interest and General Nature Thereof – none

**CONSENT AGENDA**

In camera session to be added under New Business to discuss a personnel matter.

*MOTION #2019:05*

*Moved by D. Elder, seconded by K. Hewitt that the consent agenda of the March 27, 2019 meeting be adopted.* CARRIED

**DISCUSSION AGENDA**

**BUSINESS ARISING FROM THE MINUTES**

Friends of the Library –K. Hewitt has agreed to be the Board representative to the Friends. The Friends have a meeting scheduled for next week, with more to report following this.

Board Legacy Document – The document contains advice from the last board to this board; what challenges may be before the new board, and items for the board to review.

## REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – Monthly statements for 2019 not yet received.

### NEW BUSINESS

#### Reserve Account Approval & 10 Month Interagency Report for 2018

*MOTION #2019:06*

*Moved by K. Hewitt, seconded by K. Seymour that the Orillia Public Library Board in accordance with the requirement to approve expenditures made from a Reserve Account in 2018 accepts the following:*

- #1 That the Board approve the expenditure of \$1,884.72 from the Friends of the Library Reserve Fund 56-6-3210-0350 in support of books for Express Books and DVD replacements (funds already spent)*
- #2 That the Board approve the expenditure of \$4911.67 from the Designated Donations Reserve Fund 56-6-3210-0352 for 3D printer and negative scanner (funds already spent)*
- #3 That the Board approve the expenditure of \$2,000.00 from the Adult Programming Reserve Fund 56-6-3210-0371 in support of the WWI Memorial Bunker (funds already spent)*
- #4 That the Board approve the expenditure of \$1,556.23 from the Building Project Reserve Fund 56-6-3210-0844 for 3D printer and cabinet materials (funds already spent)*
- #5 That the Board approve the expenditure of \$1,943.41 from the Book Purchase Reserve Fund – Bank Interest 56-6-3220-0829 for books, DVD replacements and video games (funds already spent)*
- #6 That the Board approve the expenditure of \$1,536.69 from the Book Sales Reserve Fund 56-6-3220-0846 for books and video games (funds already spent)*
- #7 That the Board approve the expenditure of \$829.34 from the Book Bags Reserve Fund 56-6-3220-0852 in support of promotional book bags (funds already spent)*

*It is recommended that the motions authorizing expenditures from Reserve Accounts be passed on an annual basis.*

**CARRIED**

Volunteer Policy – Amendments Report – S. Csekey outlined changes suggested to the teen application form.

*MOTION #2019:07*

*Moved by R. Stevens, seconded by R. Greenlaw that the Orillia Public Library Board approve the Volunteer Policy 6.603 and 6.605 be amended in the Orillia Public Library Board Policy Manual.*

#### **Proposed Policy Amendments:**

##### **6.603**

##### **Change item from:**

- c) High school students wishing to fulfill their community service requirement must complete these steps, as well as have their parents/guardian sign their application form.*

**To:**

c) High school students wishing to fulfill their community service requirement must complete these steps.

**6.605**

**Change item from:**

a) Volunteers will be required to agree to a police criminal record check.

**To:**

a) Volunteers 18 years and older will be required to agree to a police criminal record check. CARRIED

Born to Read Campaign – S. Csekey outlined this donation campaign in collaboration with OSMH, Manticore Books and the Library. The goal is to present new parents of each baby born at OSMH with two books to encourage literacy development.

E-Newsletter and Library Cards for New Members – Board members are encouraged to take out a library card and to sign up for the monthly information package in order to be more informed of library activities to spread the word to community members.

Board Training Opportunities – Board members were made aware of two upcoming SOLS workshops being held in Gravenhurst on May 2 and Midland on May 4. Anyone interested in attending can contact library staff to make arrangements.

Board Orientation Future Sessions – A building tour is planned for next meeting as well as taking a group photo of new board members for the website. Any board member wishing one-on-one information can contact the CEO. Review of operations by department to be determined at a later date.

SOLS has produced a webinar on the 4 year board cycle that is very informative.

The previously developed Strategic Plan will expire in 2020, with a need to plan to move forward to continue the library's growth.

ANNOUNCEMENTS – Copies of the Strategic Plan and 10-Month Accountability Report can be obtained by anyone interested in reviewing.

In Camera Session

*MOTION #2019:08*

*Moved by L. Avery, seconded by C. Seiberling-Spriggs that the Orillia Public Library Board enter an in camera session at 4:55 pm to discuss Personnel issues. CARRIED*

*MOTION #2019:09*

*Moved by L. Avery, seconded by C. Seiberling-Spriggs that the Orillia Public Library Board leave an in camera session at 5:10 pm. CARRIED*

Arise from In Camera Session without report.

Adjournment at 5:11 p.m.

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BOARD CHAIR

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CHIEF EXECUTIVE OFFICER