

## ORILLIA PUBLIC LIBRARY BOARD

### MINUTES OF SEPTEMBER 28, 2022 MEETING

A regular meeting of the Library Board was held via Zoom commencing at 3:35 p.m.

PRESENT – BOARD – D. Watson, Acting Chair; M. Edwards; D. Elder; R. Greenlaw; P. Hehn; G. McCorkell; K. Seymour

STAFF – B. Sullivan, Chief Executive Officer  
K. Absalom, Director of Information Services  
M. Wilkinson, Director of Children’s & Youth Services  
M. Robertson, Directory of Corporate & Operational Services  
A. Lambertsen, Coordinator of Circulation Services  
T. Chatten, Recorder

ABSENT – M. Ainsworth; C. Allman; C. Seiberling-Spriggs; R. Stevens

OTHER – G. Ventreck, Auditor; T. Johnson, Deputy-Treasurer, City of Orillia

#### CONVENING OF THE MEETING

Land Acknowledgement Statement – D. Watson read the Library Board’s statement.

Call to Order – Notice and Quorum – D. Watson called the meeting to order.

Approval of the Agenda – Defer reports from CEO/Directors following review engagement presented by auditor.

*MOTION #2022:34*

*Moved by G. McCorkell, seconded by P. Hehn that the Orillia Public Library Board approve the Agenda of the September 28, 2022 meeting. CARRIED*

Disclosure of Pecuniary Interest and General Nature Thereof – none

#### DISCUSSION AGENDA

Review Engagement/Library Statement 2021 – The Auditor and Deputy-Treasurer were in attendance to present the draft 2021 Financial Statement to the Board. There were no major variances, some COVID restrictions and increases following opening for full service.

*MOTION #2022:35*

*Moved by P. Hehn, seconded by D. Elder that the Orillia Public Library Board accept the Independent Practitioner’s Review Engagement Report for December 2021. CARRIED*

The review was carried out with the full support of the City of Orillia as a clean/unqualified report, with no adjusting entries needed.

#### CONSENT AGENDA

M. Wilkinson highlighted the success of this year’s Summer Readers Club which had 700 participants, with 3000 kids and caregivers attending programs and reporting. Staffing during the summer with the help of several summer students and relief staff made up a huge part of

the team encouraging families to explore other areas of the Library and build relationships between departments. There were also extra promotional visuals within the building and around town including signs and hats for participants.

K. Absalom reported that Eli McAlpine has returned from maternity leave and is busy getting the makerspace ready and Wi-Fi hotspots for community lending.

B. Sullivan reported that she was asked to join a focus group to advise on the use of the “Valuing Ontario Libraries” tool. Municipal election candidates were invited to tour the Library with a good turnout from those who responded and attended.

M. Robertson highlighted the recent Immigration Lunch and Learn held September 13 in partnership with the YMCA, outlining library resources that are available to newcomers.

*MOTION #2022:36*

*Moved by M. Edwards, seconded by P. Hehn that the Consent Agenda of the September 28, 2022 meeting be adopted.* CARRIED

DISCUSSION AGENDA - continued

## REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – 2023 Budget Update

*MOTION #2022:37*

*Moved by G. McCorkell, seconded by D. Elder that the Orillia Public Library Board hold a special board meeting on November 1, 2022 at 11am to approve a draft 2023 budget.*

CARRIED

Monthly statements for August 2022 were presented for Board review and discussion.

*MOTION #2022:38*

*Moved by R. Greenlaw, seconded by P. Hehn that the Orillia Public Library Board receives the August 2022 Financial Statements as presented.*

CARRIED

Public Relations Committee – Board Succession Planning Report was prepared based on Board questionnaire that was compiled to create a legacy document from the sitting Board to the new Board. Possible Board recruitment to follow municipal elections.

*MOTION #2022:39*

*Moved by G. McCorkell, seconded by D. Elder that the Orillia Public Library Board receive both the results of the questionnaire and the legacy document;*

*It is recommended that the legacy document be used as a tool for Board recruitment and new Board member orientation;*

*It is further recommended that the Community Relations Committee continue planning for Board succession over the next few months.* CARRIED

Policy Committee – COVID Immunization Policy/ Professional Development Policy

*MOTION #2022:40*

*Moved by D. Elder, seconded by M. Edwards that the Orillia Public Library Board rescind the Immunization Policy;*

*And further it is recommended that the Board adopt the Professional Development Policy.*

*CARRIED*

Strategic Plan Update – An updated outline of the Action Plan was distributed for Board review with timelines for completion, how to measure if goals are met, and to achieve successes with project coordinators.

*MOTION #2022:41*

*Moved by R. Greenlaw, seconded by P. Hehn that the Orillia Public Library Board receive the Strategic Plan, and further that the management team begin implementation of the Plan.*

*CARRIED*

NEW BUSINESS

Doctor Recruitment Request

*MOTION #2022:42*

*Moved by P. Hehn, seconded by M. Edwards that the Orillia Public Library Board agree to the venue request for the 2023 Physician Recruitment Gala.*

*CARRIED*

OLS Updates – D. Watson reported with information discussed at two OLS sessions that she had attended.

Adjournment at 4:36 p.m.

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BOARD CHAIR

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CHIEF EXECUTIVE OFFICER