

ORILLIA PUBLIC LIBRARY BOARD

MINUTES of February 19, 2025, MEETING

A regular meeting of the Board was held in the Library commencing at 3:30 p.m.

PRESENT – BOARD -

Deborah Watson, Chair; Catherine Allman; John Bard;
Helen Mallon, Wanda Minnings

STAFF -

Meagan Wilkinson, Chief Executive Officer,
Melissa Robertson, Director of Corporate & Operational Services
Alexandra Gilston, Director of Children & Youth Services
Amy Lambertsen, Co-ordinator of Circulation Services
Janis Holohan, Recorder

VIA ZOOM -

Mike Stahls, Vice Chair; Meghan Edwards; Don McIsaac

ABSENT –

Elaine Bremner; Whitney Smith; Ryan McVeigh

GUEST -

Bruce Annan

B. Annan presented his request to have the independently published book, *Grave Error* and *In Defense of Canada*, added to the collection. It did not meet the selection criteria for purchase and was alternatively donated. Further discussion regarding the policies surrounding community recommendation and development of an advisory board committee to be considered. No further action required at this time.

CORRECTION - January 15, 2025, Minutes

M. Robertson announced that Sybil J Taylor's family has taken over legacy of her collection. M. Robertson will look into installation grants from the Ontario Arts Council for mounting *Lily of the Mohawks*, by Elizabeth Wynn Wood.

CONVENING OF THE MEETING – D. Watson welcomed those in attendance and via Zoom.

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

Call to Order - D. Watson called the meeting to order.

Approval of the Agenda

Motion #2025:09

Moved by H. Mallon, seconded by J. Bard that the Orillia Public Library Board approve the Agenda of the February 19, 2025, meeting.

CARRIED

Disclosure of Pecuniary Interest and General Nature Thereof – none

CONSENT AGENDA

Highlights:

M. Wilkinson highlighted the receipt of the Minister's Award for Innovation at the Ontario Library Association conference and recognized the board, staff and city for all their hard work.

A. Gilston highlighted the glowing review received by the Teen Leadership Committee members on how involved and engaged volunteers were and how well the program was run.

M. Robertson thanked the board for the opportunity to present at the OLA boot camp and attributed the success of the HSC position to the support of the board.

On behalf of K. Absalom, M. Wilkinson recognized Jayne Turvey's hard work and commitment in reorganizing and preserving the collections within the local history room. Due to an increase in usage additional winter hours have been added.

Motion #2025:10

Moved by J. Bard, seconded by C. Allman that the Consent Agenda of the February 19, 2025, meeting be adopted.

CARRIED

DISCUSSION AGENDA

1. BUSINESS ARISING FROM THE MINUTES

It was recommended that work on the current Business Continuity Plan be added to the 2025 Goals and the Service Delivery Model be moved to a future year. It will be accomplished in conjunction with the City's IT department's monthly meetings.

Motion #2025:11

Moved by C. Allman, seconded by H. Mallon that the Orillia Public Library Board receive the 2025 Board Goal Report.

CARRIED

The implementation of a Cybersecurity Plan was approved to be added to the 2025 Annual Workplan.

Motion #2025:12

Moved by W. Minnings, seconded by J. Bard that the Orillia Public Library Board accept the Annual Workplan for 2025.

CARRIED

It was approved that future board meetings will commence at 4:00pm on the third Wednesday of each month.

Motion # 2025:13

Moved by W. Minnings, seconded by H. Mallon that the Orillia Public Library meetings be held on the third Wednesday of the month at 4:00pm.

CARRIED

2. REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – Further details to be reviewed at next monthly Board meeting following meeting with the City. The City continues to be short staffed and adopting a new reporting system through Questica. This software will enhance the ability to run improved financial updates and statements.

Motion # 2025:14

Moved by W. Minnings, seconded by J. Bard that the Orillia Public Library receives the January 2025 Financial Statements as presented.

M. Wilkinson reported on the Quarterly meeting with the City Finance team. Final Financial Statements for 2024 and reserves are not complete at this time. There continue to be various expenses, such as staff benefits, that have not been applied to library accounts. It is unclear if there will be a positive or negative variance, however, initial observations indicate a positive end-of-year variance. Expenses appear to be overspent, however, this is due to grant spending and the reallocation of staff parking. Financial Statements will be audited in June as usual.

Motion # 2025:15

Moved by W. Minnings, seconded by H. Mallon that the Orillia Public Library Board receives the 2025 Quarterly Finance Meeting Report as presented.

CARRIED

It is recommended that the library reallocates the furniture and equipment funds to accommodate the use of the reserves to help balance past deficit. The Library's current Strategic Plan will be expiring in 2026. \$5000 has been allocated in 2026 for its development. Additional research will be required to determine whether the development is best done in house or through 3rd party consultation. C. Allman strongly recommended using a consultant in the creating of a new Strategic Plan. Makerspace allocations are unchanged as yearly library donations are sufficient to accommodate this spending.

Motion # 2025:16

Moved by J. Bard, seconded by W. Minnings that the Orillia Public Library Board approve the 2026 10-Year Capital Plan.

CARRIED

3. NEW BUSINESS

Fees and Charges for 2025 – A report outlining the fees and charges was presented for review and discussion. Proposed increases were noted under Laser Cutting and 3D printing.

Motion # 2025:17

Moved by C. Allman, seconded by W. Minnings that the Orillia Public Library Board receives the Review of Fees and Charges for 2025.

CARRIED

4. ANNOUNCEMENTS

The library prepares for March break (March 10-14, 2025) one of the busiest times of the year. The Family department has prepared many activities for family and youth participation and engagement.

5. ADJOURNEMENT

Adjournment at 4:17 p.m.

Motion # 2025:18

Moved by H. Mallon, seconded by C. Allman that the Orillia Public Library Board approve the Adjournment of the February 19, 2025 meeting.

CARRIED

BOARD CHAIR

CHIEF EXECUTIVE OFFICER