

ORILLIA PUBLIC LIBRARY BOARD

MINUTES of April 16, 2025 MEETING

A regular meeting of the Board was held in the Library commencing at 4:09 p.m.

PRESENT – BOARD - Deborah Watson, Chair; Catherine Allman; Elaine Bremer; Helen Mallon; Wanda Minnings; Whitney Smith; John Bard

STAFF - Meagan Wilkinson, Chief Executive Officer
Alexandra Gilston, Director of Children & Youth Services
Kelli Absalom, Director of Information Services
Amy Lambertsen, Co-Ordinator of Circulation Services
Janis Holohan, Recorder

VIA ZOOM - Mike Stahls, Vice-Chair; Meghan Edwards; Ryan McVeigh,
Don McIsaac

ABSENT – NONE

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 #2025:27

Moved by H. Mallon, seconded by E. Bremer that the Orillia Public Library Board approve the Agenda of the April 16, 2025, meeting.

CARRIED

Disclosure of Pecuniary Interest and General Nature Thereof – none

CONSENT AGENDA

Highlights:

M. Wilkinson reported that due to the ice storm and power outage the library was closed Saturday March 29, 2025 and reopened Wednesday April 2, 2025. She thanked the Leadership Team (M. Robertson, K. Absalom and A. Gilston) for being instrumental in employee communication and business continuity.

A Gilston highlighted the success of March Break programming which had great attendance and offered free of charge to the community.

On behalf of M. Robertson, M. Wilkinson reported that Netflix filming continued during the power outage with use of own generators. To minimize additional library closures, employee Professional Development Day is rescheduled to the fall.

K. Absalom reported the Makerspace continues to be a valuable resource for community groups and the local business community and noted its increase in usage.

The correspondence item regarding Natcan Trust Company: Estate of B. Brett named Orillia Public Library as a beneficiary. A motion was approved that D. Watson, M. Stahls and M. Wilkinson be granted signing authority on behalf of the organization as per current Board Policies.

Motion #2025:28

Moved by E. Bremer, seconded by J. Bard that the Consent Agenda of the April 16, 2025, meeting be adopted.

CARRIED

DISCUSSION AGENDA

BUSINESS ARISING FROM THE MINUTES

Signing Authority

Motion #2025:29

Moved by J. Bard, seconded by C. Allman that the Orillia Public Library Board approve Deborah Watson (Board Chair), Micheal Stahls (Board Vice Chair), and Meagan Wilkinson (CEO) as signing authorities for the Orillia Public Library as per Orillia Public Library's Board By-law (BL-01).

CARRIED

REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee - The financial statements for March 2025 were presented for Board review and discussion. Quarterly stats indicated a slight decrease in circulated materials with an increase in e-audio books and non-printed material. The City is still behind in financial statements but recognizes that June 2025 is a hard deadline for OPL.

Motion #2025:30

Moved by W. Minnings, seconded by H. Mallon that the Orillia Public Library Board receive the March 2025 Financial statements as presented.

CARRIED

Policy Committee - As part of a continued policy review, new policies were presented for review and discussion as recommended by Ontario Library Services to create more cohesive policies.

Motion #2025:31

Moved by W. Minnings, seconded by J. Bard that the Orillia Public Library Board replace the current OPL Board policies:

- 8.810-8.811 Who may use the Library – Membership
- 8.812 Categories of membership
- 8.813 Lost membership cards
- 8.814 Forfeiture of membership privileges
- 8.815 Membership fee refunds
- 8.816 Reciprocal borrowing agreements
- 8.819 Free Library memberships
- 8.820-8.829 What may be borrowed
- 8.830 Material limits/loan periods/late charges
- 8.840-8.850 Length of Loan, renewal, reserves
- 8.860-8.866 Lost, damaged or overdue materials – fines

- 8.870-8.871 Library hours
- 3.312 Interlibrary loan charges
- Collection Development Policy OP-04
- 2.270 Retention of Records
- 5.519 Personnel File Policy
- 3.317 Technology and Internet Policy

With the following revised policies:

- Circulation Policy OP-12
- Collection Development Policy OP-04
- Record Retention Policy OP-17
- Public Computing and Internet Use OP-07

CARRIED

NEW BUSINESS

2024 Draft Annual Report – A draft 2024 annual report was presented for Board review.

Motion # 2025:32

Moved by C. Allman, seconded by E. Bremer that the Orillia Public Library Board receive the 2024 Draft Annual Report.

CARRIED

Report on Tariffs - The financial implications of Tariffs will have a direct impact on OPL's purchasing power on new materials, replacements and repairs. If, Tariffs are announced, the Leadership team will review and may need to re-adjust the library's 2025 operating budget.

Motion # 2025:33

Moved by W. Smith, seconded by E. Bremer that the Orillia Public Library receive the Report on Tariffs.

CARRIED

ANNOUNCEMENTS

Easter Closures - The Library will be closed on Friday April 18, Sunday April 20 and Monday April 21, 2025

Battle of the Books – The Library and CYS department prepares for Battle of the Books on Wednesday April 30, 2025 with the participation of 16 local schools.

Motion # 2025:34

Moved by J. Bard, seconded by C. Allman that the Orillia Public Library approve the Adjournment of the April 16, 2025 meeting.

CARRIED

Adjournment at 4:41pm

BOARD CHAIR

CHIEF EXECUTIVE OFFICE