

ORILLIA PUBLIC LIBRARY BOARD

MINUTES of October 15, 2025 MEETING

A regular meeting of the Board was held in the Library commencing at 4:00 p.m.

PRESENT - BOARD Deborah Watson, Chair; Mike Stahls, Vice-Chair; Catherine Allman; Don McIsaac; Ryan McVeigh; John Bard

STAFF Meagan Wilkinson, Chief Executive Officer
Melissa Robertson, Director of Corporate & Operational Services
Alexandra Gilston, Director of Children's & Youth Services
Janis Holohan, Recorder

VIA ZOOM Meghan Edwards; Elaine Bremer

ABSENT Helen Mallon; Wanda Minnings; Whitney Smith

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 #2025:71

Moved by J. Bard, seconded by D. McIsaac that the Orillia Public Library Board approve the Agenda of October 15, 2025 meeting.

CARRIED

Disclosure of Pecuniary Interest and General Nature Thereof – none

CONSENT AGENDA

Highlights:

M. Wilkinson highlighted the proposed 2026 Budget Report presentation as well as the Public Digital Survey that went out in September, Cyber Security Program Grant from Public Safety Canada application, and the updated Policy Manual.

A Gilston highlighted the recent Ontario Library Service's *Ready, Set, Read!* training attended by S. McLean, H. Jordan, S. Silk, J. Ward and A. Gilston which focused on ways libraries can help equip parents and caregivers with the tools to teach children to successfully read at home.

M. Robertson shared the continued success of the HSC position, showing a 54% increase in and access to programming year over year. There is positive momentum for the possibility to acquire a social service worker student in January 2026.

K. Absalom highlighted the success of the Membership Drive at the Recreation Centre and upcoming community outreach and programs.

3rd Quarter Stats, although in person library visits are slightly lower than previous years, the usage of digital resources and online products has seen a significant increase.

Motion #2025:72

Moved by M. Stahls, seconded by J. Bard that the Consent Agenda of October 15, 2025 meeting be adopted.

CARRIED

DISCUSSION AGENDA

BUSINESS ARISING FROM THE MINUTES

REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – The financial statements for September 2025 were presented for Board review and discussion. A specific budget line for the HSC has been requested to more accurately represent spending as adult programming is currently misrepresented at 250% overspent.

Motion #2025:73

Moved by C. Allman, seconded by J. Bard receive the September 2025 Financial Statements as presented.

CARRIED

2024 Amended Auditor's Report – Following a second review, the auditor's qualified opinion was changed to an unqualified opinion. The Library is in good financial standing and no changes were made to the financial records in the statement.

Motion #2025:74

Moved by J. Bard, seconded by R. McVeigh, that the Orillia Public Library Board approve the 2024 Amended Auditor's Report as presented.

CARRIED

NEW BUSINESS

Fundraising Committee – A fundraising committee will be put in place to strategize additional funding opportunities. Mike Stahls, Catherine Allman, Ryan McVeigh and Elaine Bremer have volunteered for the committee.

Motion #2025:75

Moved by M. Stahls, seconded by C. Allman that the Orillia Public Library Board approve the creation of an ad hoc Fundraising Committee.

CARRIED

Training Report – The 2025 Training Report was prepared for Board information and review. The professional development opportunities were greatly used and appreciated increasing staff confidence, resiliency and engagement.

Motion #2025:76

Moved by C. Allman, seconded by J. Bard that the Orillia Public Library Board receive the 2025 Orillia Public library Training Report as presented.

CARRIED

Partnership Report - The 2025 Partnership Report was prepared for Board information and review. The Library saw an 8% increase over 2024 in the number of collaborative and strategic partnerships.

Motion #2025:77

Moved by J. Bard, seconded by C. Allman that the Orillia Public Library Board receive the 2025 Orillia Public library Partnership Report as presented.

CARRIED

Coffee Kiosks – The Touch Coffee Smart Bar report was discussed. Although, contributing to enhanced patron service and modest revenue, concerns were raised regarding upkeep and garbage left throughout the library.

Book Kiosks – To enhance growth and community services, the use of Book Kiosks was discussed. Possible locations could include grocery stores, secondary education institutes, community centres and arenas. Possible grant opportunities available.

Announcements

OLS Conference – OLS Board rep position available. Meetings are virtual and occur in the Spring and Fall. The 2025 OLS Conference is held virtually on November 20th, 6 – 8 p.m. This is free to attend.

Donation Drive – November's fundraiser will focus on the mezzanine art wall. The library has acquired a significant art collection that has not been refreshed since opening in 2012. Mezzanine furniture is also falling into disrepair.

Board Assessment – Due end of November 2025 and ready for January 2026 distribution.

Ontario Public Library Week – In celebration of Canadian Public Library Month, D. McIsaac and M. Wilkinson raised the library flag in front of the Orillia Opera House on Monday October 20, 2025.

In Camera Session – CAO Correspondence

Motion #2025:78

Moved by M. Stahls, seconded by R. McVeigh that the Orillia Public Library Board enter an in-camera session at 4:05pm.

CARRIED

Motion #2025:80

Moved by J. Bard, seconded by C. Allman that the Orillia Public Library Board leaves an in-camera session at 4:20pm.

CARRIED

Motion #2025:79

Moved by M. Stahls, seconded by R. McVeigh that the Orillia Public Library Board reject the CAO's proposal as discussed during the in-camera session.

CARRIED

Adjournment at 4:57pm

Motion #2025:81

Moved by M. Stahls, seconded by D. McIsaac that the Orillia Public Library Board approves the Adjournment of the October 15, 2025 meeting.

CARRIED

BOARD CHAIR

CHIEF EXECUTIVE OFFICER