

ORILLIA PUBLIC LIBRARY BOARD

MINUTES of November 19, 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, Elaine Bremer, Helen Mallon, Whitney Smith

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; Wanda Minnings

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 #2025:82*

*Moved by J. Bard, seconded by C. Allman that the Orillia Public Library Board approves the Agenda of November 19, 2025 meeting.*

CARRIED

Disclosure of Pecuniary Interest and General Nature Thereof – none

CONSENT AGENDA

Highlights:

M. Wilkinson reported that an amendment to the budget had been submitted. However, at the November 17<sup>th</sup> council meeting, an amendment to the amendment was approved, which dictated that the library must use an upcoming bequest to fund the \$64,000 requested. Next steps include a letter to the Mayor and Council.

A Gilston highlighted the accomplishments of the Children's and Youth Services (CYS) staff, who recently executed multiple programs demonstrating internal team support and exceptional service delivery.

M. Robertson spoke of a possible partnership with the Otter Club to partner on a mural for the Family Department.

K. Absalom highlighted a new partnership with the Royal Ontario Museum (ROM) adding admission passes to the Library of Things.

*Motion #2025:83*

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

CARRIED

*Motion #2025:84*

*Moved by M. Stahls, seconded by E. Bremer that the Orillia Public Library agree to be the venue for the 2026 Physician Recruitment Gala taking place on February 20, 2026 beginning at 7:30pm.*

CARRIED

## DISCUSSION AGENDA

BUSINESS ARISING FROM THE MINUTES - None

## REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – Monthly statements for October 2025 were presented for Board review and discussion. CEO discussed the budget lines that will be corrected or adjusted.

*Motion #2025:85*

*Moved by D. McIsaac, seconded by J. Bard that the Orillia Public Library receives the October 2025 Financial Statements as presented.*

CARRIED

## NEW BUSINESS

Strategic Action Plan - The Board reviewed an updated Action Plan outlining recent accomplishments such as the excellent data received from the staff and public digital survey and positive impact of the new Memories Media Technologies Lab.

*Motion #2025:86*

*Moved by D. McIsaac, seconded by W. Smith that the Orillia Public Library Board receives the Strategic Action Plan updates as presented.*

CARRIED

2026 Workplan and Goals Draft – Goals to be revisited at the January 21, 2026 board meeting. It is suggested that the current board develop a Legacy Document in preparation for the new board. A Fundraising Plan is currently being assembled, and further development of the Strategic Plan will occur in 2026.

*Motion #2025:87*

*Moved by E. Bremer, seconded by M. Stahls that the Orillia Public Library Board receives the 2026 Workplan and Goals Draft for review.*

CARRIED

2025 Reserve Allocation Plan Update – Reserves fund updates were presented for Board review and discussion. Fundraising committee to help develop a plan to boost reserves.

*Motion #2025:88*

*Moved by E. Bremer, seconded by R. McVeigh that the Orillia Public Library Board receives the 2025 Reserve Allocation Plan Update as presented.*

*CARRIED*

Business Continuity Plan Draft – A plan to plan for emergencies was distributed to the board for review and to be approved in the new year.

*Motion #2025:89*

*Moved by W. Smith, seconded by J. Bard that the Orillia Public Library Board receives the Business Continuity Plan for review.*

*CARRIED*

## ANNOUNCEMENTS

November Donation Drive – The 2025 Fundraising goal focuses on the revitalization of the mezzanine. Library graphic swag was given to donors in appreciation of their contributions.

Board Evaluation – Due December 3, 2025

December Meeting – A board meeting will be scheduled for Wednesday, December 17, 2025 at 4p.m.

OLS Conference – Webinar was scheduled for Thursday, November 30, 2025. A recording will be made available.

## 2025 Winter Holidays Schedule:

Wednesday, December 24, 10 a.m.-1 p.m.

Thursday, December 25: CLOSED

Friday, December 26: CLOSED

Saturday, December 27: 9 a.m.-5 p.m.

Sunday, December 28: CLOSED

Monday, December 29: 10 a.m.-8 p.m.

Tuesday, December 30: 10 a.m.-8 p.m.

Wednesday, December 31: 10 a.m.-1 p.m.

Thursday, January 1: CLOSED

In Camera Session – P. Hillier Proposal

*Motion #2025:90*

*Moved by C. Allman, seconded by R. McVeigh that the Orillia Public Library Board enter an in-camera session at 4:33p.m.*

*CARRIED*

*Motion #2025:91*

*Moved by E. Bremer, seconded by M Stahls that the Orillia Public Library Board leaves an in-camera session at 5:05p.m.*

*CARRIED*

*Motion #2025:92*

*Moved by M. Stahls, seconded by R. McVeigh that the Orillia Public Library Board approves the secondment of the Human Services Coordinator pending a Board approved agreement.*

*CARRIED*

Adjournment at 5:07pm

*Motion #2025:93*

*Moved by J. Bard, seconded by E. Bremer that the Orillia Public Library Board approves the Adjournment of the October 15, 2025 meeting at 5:07p.m.*

*CARRIED*

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BOARD CHAIR

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CHIEF EXECUTIVE OFFICER