

ORILLIA PUBLIC LIBRARY BOARD

MINUTES of January 21, 2026 MEETING

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

PRESENT - BOARD - Deborah Watson, Chair; Catherine Allman; John Bard, Don McIsaac, Elaine Bremer

STAFF Meagan Wilkinson, Chief Executive Officer
Melissa Robertson, Director of Corporate & Operational Services
Kelli Absalom, Director of Information Services
Alexandra Gilston, Director of Children's & Youth Services
Amy Lambertson, Co-ordinator of Circulation Services
Janis Holohan, Recorder

VIA ZOOM Meghan Edwards; Ryan McVeigh, Wanda Minnings, Helen Mallon

ABSENT - Mike Stahls, Vice-Chair; 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 #2026:01

Moved by J. Bard, seconded by C. Allman that the Orillia Public Library Board postpones the election of the positions of Board Chair and Vice-Chair for 2026 until the February 2026 Board Meeting. CARRIED

Motion #2026:02

Moved by C. Allman, seconded by D. McIsaac that the Orillia Public Library approves the Agenda of the January 21, 2026 meeting. CARRIED

Disclosure of Pecuniary Interest and General Nature Thereof – None

CONSENT AGENDA

Highlights:

M. Wilkinson reported that the Physician Recruitment Gala was postponed due to the Winter Games. The event is looking to be rescheduled for Spring of 2026. She also highlighted that the Finance Committee will meet with BMO Investments in January as the bequest funds deposit has been received.

A Gilton highlighted the success of the Family New Year's event, which had even greater attendance than previous years.

M. Robertson highlighted that the successful candidate for the Human Resource Coordinator contract was selected. She advised that the library will be closed on Friday February 13, 2026 for repairs to the building's Universal Power System. Staff will work from home and be provided with online professional development training.

K. Abaslom announced the addition of 2 new digital online resources available: Brainfuse Online Tutoring and JobNow.

2025 4th Quarter Stats - M. Wilkinson noted a decrease in circulation of physical material. Unexpected 2025 library closures of 7 1/2 days were a possible cause of lowered counts. A year-end review and year-over-year statistics comparison to be provided at the February board meeting.

The correspondence item regarding the 2026 Budget Ratification and Special Meeting held by City Council on November 17, 2026 was received.

Motion #2026:03

Moved by D. McIsaac, seconded by C. Allman that the Consent Agenda of January 21, 2026 meeting be adopted.

CARRIED

DISCUSSION AGENDA

BUSINESS ARISING FROM THE MINUTES

Business Continuity Plan – A plan was presented to the Board for approval.

Motion #2026:04

Moved by J. Bard, seconded by E. Bremer that the Orillia Public Library receives the Business Continuity Plan as amended.

CARRIED

Board Evaluation Analysis – Strategic alignment and good decision-making were reported as a core strength. Areas of development included the prioritization of advocacy and fundraising plan.

Motion #2026:05

Moved by J. Bard, seconded by C. Allman that the Orillia Public Library Board receives the Board Evaluation Analysis as presented.

CARRIED

2026 Annual Workplan – The annual workplan was presented.

Motion #2026:06

Moved by C. Allman, seconded by D. McIsaac that the Orillia Public Library Board receives the Annual Workplan as presented.

CARRIED

REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – Monthly statements for December 2025 were presented for Board review and discussion. 2025 Year End statement are targeted to be finalized for February or March 2026

Motion #2026:07

Moved by J. Bard, seconded by E. Bremer that the Orillia Public Library receives the December 2025 Financial Statements as presented.

CARRIED

NEW BUSINESS

Digital Strategy Plan – The final draft of the Digital Strategy plan was presented.

Strategic Plan – The 2022-2026 Strategic Plan is due for review and update. In preparation for the 2026-2030 Strategic Plan, the Board discussed consultation options and determined that a more comprehensive review by an external service would be preferred to best support the evolving needs of Orillia residents and library users.

Meeting Dates – 2026 Board Meeting dates were reviewed and approved.

Motion #2026:08

Moved by D. McIsaac, seconded by J. Bard that the Orillia Public Library Board approve the 2026 Board Meeting Dates as presented. CARRIED

Library Closure Dates – 2026 Library Closure dates were reviewed and approved.

Motion #2026:09

Moved by D. McIsaac, seconded by C. Allman that the Orillia Public Library Board approve the 2026 Library Closure Dates as presented. CARRIED

Board Member Intranet – The 2025 Policy Manual has been uploaded to a SharePoint

ANNOUNCEMENTS

M. Wilkinson and A. Gilston: at OLA Super Conference between January 28 – 30 2026.

Family Day Library Closed: Sunday February 15, 2026 & Monday February 16, 2026

Adjournment at 4:53pm

Motion #2026:10

Moved by C. Allman, seconded by J. Bard that the Orillia Public Library Board approve the Adjournment of the January 21, 2026 meeting. CARRIED

BOARD CHAIR

CHIEF EXECUTIVE OFFICER