ORILLIA PUBLIC LIBRARY BOARD

MINUTES of JUNE 18, 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; Helen Mallon; John Bard
STAFF	Meagan Wilkinson, Chief Executive Officer Alexandra Gilston, Director of Children & Youth Services Melissa Robertson, Director of Corporate & Operational Services Kelli Absalom, Director of Information Services Amy Lambertsen, Co-Ordinator of Circulation Services Janis Holohan, Recorder
VIA ZOOM	Meghan Edwards; Don McIsaac; Ryan McVeigh
ABSENT	Whitney Smith, Elaine Bremer, Wanda Minnings

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 #2025:46
Moved by C. Allman, seconded by J. Bard that the Orillia Public Library Board approves the Agenda of the June 18, 2025, meeting.

CARRIED

Disclosure of Pecuniary Interest and General Nature Thereof – none

CONSENT AGENDA

Highlights:

M. Wilkinson highlighted that she and the Board chair presented the annual report to Orillia Council, Oro-Medonte and Township of Severn and was well received.

M. Wilkinson updated on the medical incident that closed the library for the afternoon on June 6, 2025. Additional steps regarding community behaviour concerns, emergency procedures and building closures are to be reviewed by the leadership team. To support staff, a counselor from Couch Counseling was brought in and led both group and individual sessions. The support of the Board was greatly appreciated during this time.

A Gilston highlighted the excitement within the Family Department while all awaited the hatching of the baby chicks.

M. Robertson reported on the successful completion of the Annual Fire Drill, Shelter in Place and Active Aggressor / Lockdown drills. All procedural updates have been made following staff feedback.

K. Absalom highlighted the success of Drag Queen Bingo with a total of 73 attendees and ticket revenue sales of $1065.00. The presenters were fantastic, and event well received.

Motion #2025:47
Moved by J. Bard, seconded by C. Allman that the Consent Agenda of June 18, 2025 meeting be adopted.

CARRIED

DISCUSSION AGENDA

BUSINESS ARISING FROM THE MINUTES

Strategic Action Plan Update – The ongoing updates were highlighted which included the Young Writers Workshop where youth wrote letters to Birchmere Retirement Residents, Makerspace and Digital Senior Engagement programs, staff developmental learning opportunities and HSC now acting as Chair of the Situation Table.

Motion #2025:48
Moved by M. Stahls, seconded by J. Bard that the Orillia Public Library Board receives the Strategic Action Plan u0pdates as presented.

CARRIED

Board Self-Evaluation - Moved

Motion #2025:49
Moved by C. Allman, seconded by H. Mallon that the Orillia Public Library Board approve the Board Self-Evaluation be moved to the October 2025 meeting.

CARRIED

REPORTS OF BOARD COMMITTEES AND REPERESENTATIVES

Finance Committee

The financial statements for May 2025 were presented for Board review and discussion. Statements were submitted to the auditor. The Review Engagement will be presented to the Board in September.

Motion #2025:50
Moved by J. Bard, seconded by C. Allman that the Orillia Public Library Board receives the May 2025 Financial Statements as presented.

CARRIED

The Finance Committee met in June to discuss next year's budget, pay equity and B. Brett's Estate. There are currently no large projects being included in the 2026 budget. Concerns regarding financial statements, timeliness and accuracy will be addressed with the Treasurer.

Motion #2025:51
Moved by M. Stahls, seconded by J. Bard that the Orillia Public Library Board receives the 2025 June Financial committee Report as presented.

CARRIED

Following the June meeting with the City Treasurer, it is recommended that the bequeathment of B. Brett first focus funds on the refurbishments of the Local History Room and renaming the space as " The Brett Local History Room," as well as redesign of the Fireplace Lounge. Secondly, additional funds to be invested to build capital for annual Library enhancements.

Motion #2025:52
Moved by M. Stahls, seconded by C. Allman that the Orillia Public Library Board approves the tentative Brenda Estate Report plan as presented.

CARRIED

Policy Committee –As part of a continued policy review, new policies were present for review and discussion as recommend by Ontario Library Service to create more cohesive policies.

Motion #2025:53
Moved by M. Stahls, seconded by C. Allman that the Orillia Public Library Board replaces the current OPL Board policy:

- 2.221 Property Selling
- 3.308 Exhibits
- 4.400 Accounts and Disbursements
- 4.401 Philosophy
- 4.402 Acknowledgement of Donations
- 4.403 Recognition of Donors
- 4.404 Donation and Gift Policy
- 4.407 Sponsorships
- 4.408 Conditions of Sponsorship Acceptance
- 4.409 Conditions of Sponsorship Termination
- 4.411 Funds
- 4.412 Criteria for Donated Materials
- 4.431 Hale Bust
- 8.882 Community Information Policy

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With the following revised policy:

- Partnerships and Sponsorships OP-20
- Donations and Gifts OP-19
- Community Information OP-09

And adopt the following new policy:

- Addressing Violence in the Workplace HR-08 (Formerly Preventing Workplace Violence)

CARRIED

NEW BUSINESS

Announcements

- Big Read announcement June 30, 2025
- The Summer Reading Club starts July 2, 2025
- CEO evaluation will be coming out this summer
- M. Wilkinson on vacation July 28 – August 1, 2025

Adjournment at 4:33pm

Motion #2025:52
Moved by J. Bard, seconded by M. Stahls that the Orillia Public Library Board approve the Adjournment of the June 18, 2025 meeting at 4:33pm.

CARRIED

BOARD CHAIR

CHIEF EXECUTIVE OFFICER