

ORILLIA PUBLIC LIBRARY BOARD

MINUTES of JANUARY 15, 2025 MEETING

A regular meeting of the Board was held in the Library commencing at 3:37 p.m.

PRESENT – BOARD - Deborah Watson, Chair; Catherine Allman; John Bard;
Elaine Bremer; Helen Mallon, Ryan McVeigh;

STAFF - Meagan Wilkinson, Chief Executive Officer,
Melissa Robertson, Director of Corporate & Operational Services
Alexandra Gilston, Director of Children & Youth Services
Kelli Absalom, Director of Information Services
Janis Holohan, Recorder

VIA ZOOM - Meghan Edwards, Vice-Chair

ABSENT – Wanda Minnings, Don McIsaac; Whitney Smith, Mike Stahls

Motion #2025:01

Moved by J. Bard seconded by C. Allman that the Orillia Public Library approve the election of Deborah Watson for the position of Board Chair and Mike Stahls for the position of Vice-Chair for 2025.

CARRIED

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 #2025:02

Moved by C. Allman, seconded by E. Bremer that the Orillia Public Library Board approve the Agenda of the January 15, 2025 meeting.

CARRIED

Disclosure of Pecuniary Interest and General Nature Thereof – none

CONSENT AGENDA

Highlights:

M Wilkinson reported on the progress of the 2025 IT plan. Monthly meetings to occur and review service agreement and library needs. Further discussion needed to better understand requirement and timeframe around plan development and estimated costs.

M. Wilkinson highlighted the HSC grant of 70K was approved, majority of funding goes towards support services opposed to salary. Funding is ongoing. Communications with the City will occur when the new City CAO is in place.

M. Wilkinson outlined the two library closures in December due to a broken water valve which posed a Health

and Safety risk. Rainwater was used to redirect flow until Dec 23rd and valve corrected and replaced on Jan 8th which should be an 8–10-year hold. Facilities coordinator to flag future repair or replacement in future.

M. Wilkinson reported on the Dec 18th physical assault on staff member. Incidents often increase in winter months, but this is the first physical assault of an employee. Support from directors and HSC has been provided. Continued tracking of incidents is on-going to better understand nature and engagement required, however since hiring of a HSC there has been a decrease in incidents.

A. Gilston reported that the Family New Years event had great attendance.

M. Robertson announced that Cybil Taylor's family has taken over legacy of her collection. M. Robertson will look into installation grants from the Ontario Arts Council.

M. Robertson is preparing for spring building cleanup where exterior debris is cleared from roof.

K. Absalom highlighted Remembrance Day event. Jayne and team were recognized for great work and final year.

M. Wilkinson reported the 4th Quarter Stats and continued work on the strategic plan.

Correspondence 2025 Budget Ratification Memo from the City

Motion #2025:03

Moved by E. Bremer, seconded by J. Bard that the Consent Agenda of the January 15, 2025 meeting be adopted.

CARRIED

DISCUSSION AGENDA

BUSINESS ARISING FROM THE MINUTES

2024 Board goals were met with Strategic Plan and the Policy Manual continuing into 2025 goals. It is recommended that the 2025 Board goals also include updating the Digital Strategy Plan, and creating a Service Delivery Model and Annual Advocacy Plan.

Motion #2025:04

Moved by E. Bremer, seconded by R. McVeigh that the Orillia Public Library Board receive the 2024 Board Goals Update and approve the 2025 Goal Proposal Report.

CARRIED

2024 financial statements incomplete and affected by postal strike. CanadaHelps donation cheque for November 2024 just received and processing is pending. Provincial funding has been received, yet to be reflected on financial statements.

Motion #2025:05

Moved by H. Mallon, seconded by R. McVeigh that the Orillia Public Library Board receive the 2024 Board Goals Update and approve the 2025 Goal Proposal Report.

CARRIED

The City ratified the library's 2025 budget requests. Recommended that the Board adopt the ratified 2025 Library Budget.

Motion # 2025:06

Moved by R McVeigh, seconded by H. Mallon that the Orillia Public Library approve the 2025 budget of \$3,251,671.00 of the 2025 calendar year.

CARRIED

These policies reflect adjustments to language but no changes to the content within the policies.

Motion # 2025:07

Moved by R McVeigh, seconded by H. Mallon that the Orillia Public Library replace the current OPL Board policies

- 3.306 Cooperation with other libraries
- 5.515 Expense policy for staff of Orillia Public Library

With the following revised policies

- *Interlibrary Loans OP-05*
- *Payment of Job-Related Expenses HR-06*

CARRIED

NEW BUSINESS

Reviewed Board meeting times with discussion around the best time for members to meet. This decision has been pushed to the next meeting with M. Wilkinson sending out a survey for members to indicate availability.

Announcements

- Family Day Closure – closing Sunday, Feb 16, 2025 and Monday Feb 17, 2025.
- The library has continued to act as a Warming Center with the HSC providing a welcoming space and snacks.
- OLA is at the end of the month with several library staff members attending. M. Wilkinson will be attending from January 27-31. M. Robertson will be attending from January 29 – February 1. K. Absalom will be the Director on-site during this time.

Adjournment

The meeting adjourned at 4:43 p.m.

PLEASE NOTIFY SECRETARY AT 705-325-2338 IF UNABLE TO ATTEND
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