

**ORILLIA PUBLIC LIBRARY BOARD**

**MINUTES OF FEBRUARY 24, 2021 MEETING**

A regular meeting of the Library Board was held via Zoom commencing at 3:33 p.m.

PRESENT – BOARD – K. Seymour, Chair; C. Seiberling-Spriggs, Vice-Chair;  
M. Ainsworth; M. Edwards; D. Elder; R. Greenlaw;  
P. Hehn; G. McCorkell; R. Stevens; D. Watson

STAFF – S. Campbell, Chief Executive Officer  
S. Papple, Director of Children’s & Youth Services  
K. Absalom, Director of Information Services  
M. Wilkinson; Head of Circulation Services  
A. Lambertsen; Technician, Information Services  
T. Chatten, Recorder

ABSENT – E. Chwilkowska

**CONVENING OF THE MEETING**

Call to Order – K. Seymour called the meeting to order and welcomed new board member Meghan Edwards.

**Approval of the Agenda**

*MOTION #2021:12*

*Moved by D. Watson, seconded by D. Elder that the Orillia Public Library Board approve the Agenda of the February 24, 2021 meeting. CARRIED*

Disclosure of Pecuniary Interest and General Nature Thereof – None

**CONSENT AGENDA**

The highlights from the director’s comprehensive reports confirms all the hard work being done to provide service to the community.

*MOTION #2021:13*

*Moved by D. Watson, seconded by C. Seiberling-Spriggs that the Consent Agenda of the February 24, 2021 meeting be adopted. CARRIED*

**DISCUSSION AGENDA**

**BUSINESS ARISING FROM THE MINUTES**

Delegation of Authority – A revised report was prepared for Board information and clarification.

*MOTION #2021:14*

*Moved by D. Watson, seconded by G. McCorkell that the Orillia Public Library Board accept the following recommendations:*

*That Policy 1.1 By-Laws Statement of Authority be amended as presented.*

*That Policy 1.17 Governance Purpose and Duties of the Board be approved as presented.*

*That Policy 1.18 Governance Board CEO Partnership be approved as revised.*

*That Policy 5.501 Hiring and Promotion of Employees be amended as presented.*

*CARRIED*

## REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – No monthly statement currently available for January 2021.

Personnel Committee – Service Review – The CEO provided an update that key operations issues arose from meetings being held, with a draft possible by the March meeting including recommendations/direction moving forward.

### In Camera/Closed Session - Personal

*MOTION #2021:15*

*Moved by C. Seiberling-Spriggs, seconded by P. Hehn that the Orillia Public Library Board enter an in-camera session at 3:46 p.m.*

*CARRIED*

*MOTION #2021:16*

*Moved by D. Watson, seconded by P. Hehn that the Orillia Public Library Board leave an in-camera session at 4:19 p.m.*

*CARRIED*

Policy Committee – Donation and Gift Policy – The CEO prepared a report for board discussion of policy updates/revisions required. Board members asked if we have investigated placing donation cards in funeral homes.

*MOTION #2021:17*

*Moved by C. Seiberling-Spriggs, seconded by G. McCorkell that the Orillia Public Library Board approves replacing policies from the Donation and Sponsorship Policy Section (400s): Donations (4.404), Planned Giving (4.405), Terms and Conditions of Donations (4.406) and Notable Donated Collections (4.410) with the presented Donation and Gift Policy as revised.*

*CARRIED*

### Orilliana Collection and Local History Policy

*MOTION #2021:18*

*Moved by D. Watson, seconded by D. Elder that the Orillia Public Library Board repeal Policy 3.301 (d) “Some materials provide a sense of community. The OPL has a particular responsibility in collecting, recording, and preserving local history; and*

*That the Orillia Public Library Board approves the Orilliana Collection and Local History Policy (3.301.1) be added to the Objectives and Services Section (300s) as presented.* CARRIED

Ad Hoc CLEO Recruitment Committee – The committee has met to begin the search process with the job advertisement posted. Resumes will be screened, and questions set out for the interviews.

NEW BUSINESS

With new information received from SMDHU and City regarding Covid-19 the decision has been made to stay with curbside pickup service until further notice.

Adjournment at 4:38 p.m. moved by R. Greenlaw, seconded by R. Stevens.

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BOARD CHAIR

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CHIEF EXECUTIVE OFFICER