

**ORILLIA PUBLIC LIBRARY BOARD**

**MINUTES OF JANUARY 27, 2021 MEETING**

A regular meeting of the Library Board was held via Zoom commencing at 3:32 p.m.

**PRESENT – BOARD** – K. Seymour, Chair; C. Seiberling-Spriggs, Vice-Chair;  
M. Ainsworth; E. Chwilkowska; 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  
M. Robertson; Coordinator of Technical Services  
T. Chatten, Recorder

**ABSENT** – none

**CONVENING OF THE MEETING**

**Call to Order** – K. Seymour called the meeting to order.

**Approval of the Agenda**

*MOTION #2021:01*

*Moved by D. Watson, seconded by G. McCorkell that the Orillia Public Library Board approve the agenda of the January 27, 2021 meeting with additions. **CARRIED***

**Disclosure of Pecuniary Interest and General Nature Thereof** – None

**CONSENT AGENDA**

There were highlights from the director’s reports brought forward as staff are more busy with new roles/programs/functions being developed. The addition of a puzzle collection was seen as a positive initiative. The Lego Zoom program was clarified for Board members; a broad range of tech issues have arisen with online programming that staff have had to overcome. The curbside service has been seamless, well done! SOLS representative has been confirmed as C. Seiberling-Spriggs.

*MOTION #2021:02*

*Moved by P. Hehn, seconded by D. Watson that the consent agenda of the January 27, 2021 meeting be adopted. **CARRIED***

## DISCUSSION AGENDA

### BUSINESS ARISING FROM THE MINUTES

OPL Safety Plan – This is a legislated requirement which must be available for public information, based on the City of Orillia plan.

*MOTION #2021:03*

*Moved by R. Stevens, seconded by C. Seiberling-Spriggs that the Orillia Public Library Board accept the revised OPL COVID-19 Safety Plan. CARRIED*

Work From Home Procedure – This was presented for Board information only, no action required. It could be extended past the pandemic which would have policy implications in the future.

### REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – Monthly statements for November 2020 were presented for review, with an explanation of excess of funds in certain accounts.

*MOTION #2021:04*

*Moved by P. Hehn, seconded by D. Watson that the Orillia Public Library Board receives the November 2020 Financial Statements as presented. CARRIED*

Quarterly Statistics – The CEO explained the numbers with detailed breakdown of statistics regarding the closures/curbside service/online uses.

Township Contract Update – The CEO updated the Board on ongoing talks with Chippewas of Rama, which is still going forward and are enthusiastic to set up contract for library services. There will need to be an estimated number of users to establish contract. This is a positive move forward and a good connection for OPL.

Personnel Committee – Employee Performance Appraisal - The CEO provided an update on the need to change the policy to reflect the procedure being followed based on probationary period end date, not hire date for the yearly performance appraisal.

*MOTION #2021:05*

*Moved by D. Watson, seconded by G. McCorkell that Policy 5.503 is replaced with the revised statement as presented and that the policy title be changed to “Employee Performance Appraisal”. CARRIED*

Service Review – The CEO provided an update that meetings are still ongoing with a good survey response, 100% staff response and community interviews taking place to determine the staff structure and needs of the community.

In Camera/Closed Session - Personnel

*MOTION #2021:06*

*Moved by R. Greenlaw, seconded by R. Stevens that the Orillia Public Library Board enter an in camera session at 4:06 p.m. CARRIED*

*MOTION #2021:07*

*Moved by D. Watson, seconded by C. Seiberling-Spriggs that the Orillia Public Library Board leave an in camera session at 4:20 p.m. CARRIED*

CEO Performance Review

*MOTION #2021:08*

*Moved by P. Hehn, seconded by D. Elder that the Orillia Public Library Board accept the CEO Performance Appraisal covering the period March 1, 2019 to December 31, 2020. CARRIED*

CEO Retirement – The CEO formally presented her letter of intent to retire.

*MOTION #2021:09*

*Moved by R. Stevens, seconded by D. Watson that the Orillia Public Library Board accept the letter of intent of the retirement of Suzanne Campbell, CEO. CARRIED*

CEO Recruitment – A selection committee to be established to fill the vacancy.

*MOTION #2021:10*

*Moved by R. Greenlaw, seconded by P. Hehn that the Orillia Public Library Board formally authorizes the establishment of a Chief Librarian and Executive Officer (CLEO) Selection Committee to undertake the search for the new Chief Librarian and Executive Officer of Orillia Public Library, with expertise and assistance from retiring CEO and Director of Human Resources, City of Orillia as appropriate, And Further,*

*That the CLEO Selection Committee be comprised of the following:*

- Personnel Committee*
- Staff representative*
- City HR Director*
- CEO & Board Chair*
- Community member,*

*And Further,*

*That the CLEO Selection Committee be authorized to undertake the search for the new CLEO including the following tasks (expressed at a high level):*

- Confirm timeframes for the process*
- Confirm a consensus driven search process*
- Establish a communication framework*
- Confirm required skill sets and competencies*
- Develop the job description*
- Develop the associated advertising to market the position*

- *Develop the interview questions and weighting scales for the first and second interview(s)*
- *Develop the reference check process*
- *Interview candidates following established interview/reference check process*
- *Confirm hiring recommendation / decision with Orillia Public Library Board*
- *Contact unsuccessful candidates*
- *Insure an orderly process for the offer letter, contract, and transition process*
- *Work with staff to communicate the outcome to the community, stakeholders, and the broader library community,*

*And Further,*

*That the Orillia Public Library CLEO Selection Committee continues in place until the position is filled.* CARRIED

Policy Committee – Bylaws/Governance – Delegation of Authority – The CEO prepared a report for board discussion of policy updates/revisions required. Further review needed to be brought back to next board meeting.

#### NEW BUSINESS

Business Plan – The CEO reviewed updates in all areas of the Business Plan for Board members.

Meeting Date Schedule/2021 Closures – Both presented for Board review.

*MOTION #2021:11*

*Moved by R. Stevens, seconded by D. Elder that the Orillia Public Library Board accept the list of dates for Board Meetings and Library Closure Dates for 2021 as discussed.*

CARRIED

ANNOUNCEMENTS – The CEO asked Board members to consider if they would like a digital link to the policy manual or hard copy for review purposes.

OLA Conference will take place next week for any board members interested in attending sessions virtually.

Adjournment at 5:12 p.m. moved by R. Stevens, seconded by R. Greenlaw.

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BOARD CHAIR

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CHIEF EXECUTIVE OFFICER