

ORILLIA PUBLIC LIBRARY BOARD

MINUTES OF SEPTEMBER 25, 2019 MEETING

A regular meeting of the Library Board was held at the Library commencing at 3:30 p.m.

PRESENT – BOARD – B. Dickson, Chair; K. Seymour, Vice-Chair; D. Elder;
R. Greenlaw; P. Hehn; K. Hewitt; R. Kloostra; C. Seiberling-
Spriggs; R. Stevens

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

OTHER – J. Rattigan, City of Orillia; T. Hope-Hukezalie, Auditor BDO

ABSENT – N/A

CONVENING OF THE MEETING

Call to Order – B. Dickson called the meeting to order

Approval of the Agenda

Board Chair welcomed those present back after the summer months.

MOTION #2019:24

Moved by C. Seiberling-Spriggs, seconded by K. Seymour that the Orillia Public Library Board approve the agenda of the September 25, 2019 meeting. CARRIED

Disclosure of Pecuniary Interest and General Nature Thereof – None

CONSENT AGENDA

Board Chair briefly reviewed the correspondence items; congratulations to staff on a compliment received regarding library service.

MOTION #2019:25

Moved by C. Seiberling-Spriggs, seconded by D. Elder that the consent agenda of the September 25, 2019 meeting be adopted. CARRIED

DISCUSSION AGENDA

NEW BUSINESS

Engagement Review – J. Rattigan reviewed the auditor’s engagement review, which was prepared by City staff and reviewed by BDO auditor T. Hope-Hukezalie.

MOTION #2019:26

Moved by R. Kloostra, seconded by K. Hewitt that the Orillia Public Library Board accept the Independent Practitioner’s Review Engagement Report for December 31, 2018 as presented. CARRIED

BUSINESS ARISING FROM THE MINUTES

Friends of the Library – K. Hewitt gave an update regarding new brochures produced for the Friends, bookstore funds are in good shape with donations of books needed to add to the bookstore. K. Hewitt asked to have the Library website updated for the Friends in the hope of obtaining new members. Staff were asked to consider a donation box for the Friends to be placed at the checkout desk.

REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – Review and discussion of monthly statements for August 2019.

MOTION #2019:27

Moved by R. Kloostra, seconded by K. Hewitt that the Orillia Public Library Board receives the August 2019 Financial Statements as presented. CARRIED

Operational Budget Update – The CEO reviewed details of the draft budget.

MOTION #2019:28

Moved by K. Seymour, seconded by D. Elder that the Orillia Public Library Board approve the 2020 Operating Budget as presented. CARRIED

Capital Budget Update - The CEO reviewed details of the three capital requests.

MOTION #2019:29

Moved by K. Seymour, seconded by K. Hewitt that the Orillia Public Library Board approve the 2020 Capital Budget requests as presented. CARRIED

Personnel Committee – The Committee held meetings to discuss a service review and CEO mid-term review. The CEO is now back to full time hours and the Committee expressed appreciation for staff who stepped in to keep operations on track and running smoothly in her absence.

NEW BUSINESS - continued

Report on Recent Changes in eBooks and Databases – K. Absalom prepared a report for Board information.

Simcoe County Archives Project Report – S. Dance prepared a report to the Board for information, noting the we do have secure storage at the Library but were happy to have been included in the discussion.

Venue Request from Orillia & Area Physician Recruitment Committee – The CEO reviewed details of past events with no concerns for continuing the working relationship with the Physician Recruitment Committee.

MOTION #2019:30

Moved by K. Hewitt, seconded by R. Stevens that the Orillia Public Library Board agree to provide space and staff support for the Physician Recruitment Gala on February 21, 2020 and that the Physician Recruitment Committee be allowed to bring and store material for the Gala on February 20. That the Library Board waive Policy 896.5.1, 896.5.2, 896.9 (Conditions for Fundraising) and Policy 896.6 (Room Booking) for the Physician Recruitment Gala. CARRIED

Information Orillia Update – The CEO updated the Board on the closing of Information Orillia as of September 30 due to funding and the impact this will have on the Library operations with extra demand on staff. The CEO will meet with IO staff and the Library will track the requests made for information and assistance with clients and redirect to other services as required. There may be added security issues with the vacancy of the IO office in the back hallway. Library staff will take over the handling of orders for the Good Food Box.

Ontario's Community, Culture and Recreation Funding – The Library has plans to ask for grant money as does the City of Orillia, the CEO will inquire if this creates a conflict.

November Board Meeting Time Change - The CEO and City Councillors will be attending budget meetings during the daytime hours, request to change meeting time.

MOTION #2019:31

Moved by K. Seymour, seconded by K. Hewitt that the Orillia Public Library Board approve the time change to 7:00 pm for the November 27, 2019 Board meeting. CARRIED

Board members were asked to provide a short bio and photo for posting on the Library website.

IN CAMERA SESSION – Personnel Matter

MOTION #2019:32

Moved by P. Hehn, seconded by C. Seiberling-Spriggs that the Orillia Public Library Board enter an in camera session at 5:02 p.m. CARRIED

MOTION #2019:33

Moved by K. Seymour, seconded by K. Hewitt that the Orillia Public Library Board leave an in camera session at 5:57 p.m. CARRIED

Adjournment at 5:59 p.m.

BOARD CHAIR

CHIEF EXECUTIVE OFFICER