

ORILLIA PUBLIC LIBRARY BOARD

MINUTES OF SEPTEMBER 22, 2021 MEETING

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

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

STAFF – B. Sullivan, Chief Executive Officer
K. Absalom, Director of Information Services
M. Robertson, Director of Corporate and Operational Services
M. Wilkinson, Director of Children’s & Youth Services
E. Damery, Children’s & Youth Services Coordinator
A. Lambertsen, Coordinator of Circulation Services
T. Chatten, Recorder

OTHER - S. Lawson

ABSENT –M. Ainsworth

CONVENING OF THE MEETING

Land Acknowledgement Statement – Sherry Lawson provided a brief introduction and the first reading of the Library Board’s land acknowledge statement.

Call to Order – K. Seymour called the meeting to order. Congratulations and welcome to new faces in new positions, as well as our newest Board member Catherine Allman.

Approval of the Agenda

MOTION #2021:42

Moved by D. Watson, seconded by C. Seiberling-Spriggs that the Orillia Public Library Board approve the Agenda of the September 22, 2021 meeting. **CARRIED**

Disclosure of Pecuniary Interest and General Nature Thereof – None

CONSENT AGENDA

Great reports once again outlining so many things staff are working on during difficult times. There was a request to have staff/director report on highlights from their reports to the Board. Quarterly statistics were presented for information, and it was asked to have 2019 data included also to provide a better comparator than 2020 alone.

MOTION #2021:43

Moved by P. Hehn, seconded by D. Elder that the Consent Agenda of the September 22, 2021 meeting be adopted. **CARRIED**

DISCUSSION AGENDA

BUSINESS ARISING FROM THE MINUTES

Replacing Fine Revenue & Fundraising – The Community Relations Committee will meet to look at fundraising as an offset to the revenue loss from elimination of fines as a potential solution before making this permanent.

MOTION #2021:44

Moved by D. Watson, seconded by C. Allman that the Orillia Public Library Board endorse the Community Relations Committee to undertake fundraising activities to compensate for the loss of revenue and reassess the elimination of fines in January 2022. CARRIED

Security Audit Recommendations – There was a review/discussion of items recommended by the security audit, the City is also involved with putting these recommendations in place.

MOTION #2021:45

Moved by C. Seiberling-Spriggs, seconded by P. Hehn that for the safety and security of both staff and all people who use our building, the Orillia Public Library Board puts into place the eighteen recommendations from the OPP Security Report. CARRIED

REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – Monthly statements for August 2021 were presented for Board review and discussion.

MOTION #2021:46

Moved by R. Greenlaw, seconded by R. Stevens that the Orillia Public Library Board receives the August 2021 Financial Statements as presented. CARRIED

2022 Budget Draft – The Finance Committee met prior to the Board meeting to discuss budget requests for 2022 for both operating and capital expenditures. Budget documents to be sent to Board members for review.

MOTION #2021:47

Moved by D. Elder, seconded by M. Edwards that the Orillia Public Library Board approve the 2022 Capital Budget as presented. CARRIED

MOTION #2021:48

Moved by D. Watson, seconded by C. Seiberling-Spriggs that the Orillia Public Library Board approve the draft 2022 Operating Budget. CARRIED

Personnel Committee – Service Review & Beyond - The CEO provided a report for Board information and discussion to move forward with the consultants to provide a new strategic plan.

MOTION #2021:49

Moved by D. Watson, seconded by D. Elder that the Orillia Public Library Board continue the work of the Service Review by hiring the same consultants to use the data collected and create a new Strategic Plan. CARRIED

Community Relations Committee – The CEO provided a report for Board update with potential fundraising opportunities, including the Friends of the Library going forward.

NEW BUSINESS

COVID Immunization Report & Policy – A report and policy were prepared by the CEO based on the recently adopted policy by the City of Orillia.

MOTION #2021:50

Moved by C. Seiberling-Spriggs, seconded by D. Elder that the Orillia Public Library Board adopt the COVID Immunization Policy as presented.

CARRIED

Library Employee Cost of Living Increase – A report was prepared by the CEO to adopt the same wage schedules based on the City of Orillia schedules.

MOTION #2021:51

Moved by D. Watson, seconded by C. Seiberling-Spriggs that the Orillia Public Library Board directs that all library staff receive 4 years of cost of living increases as follows:

<i>Year</i>	<i>% of increase</i>	<i>Effective Date</i>
<i>2021</i>	<i>1.65</i>	<i>Retroactive to pay period 1</i>
<i>2022</i>	<i>1.5</i>	<i>Effective pay period 1</i>
<i>2023</i>	<i>1.5</i>	<i>Effective pay period 1</i>
<i>2024</i>	<i>1.5</i>	<i>Effective pay period 1</i>

CARRIED

Physician Recruitment Request – The Committee has requested use of the Library for its fundraising gala in 2022.

MOTION #2021:52

Moved by D. Elder, seconded by P. Hehn that the Orillia Public Library Board agree to provide space and staff/board member support for the Physician Recruitment Gala on February 25, 2022 contingent upon COVID protocols, and that we ask the Committee to look into changing the event to Saturday evening, alternatively the Library could close at 5 p.m. on the Friday. The Physician Recruitment Committee will be allowed to bring and store material for the Gala on February 24. The Library Board waives Policy 8.896.5.1, 8.896.5.2, 8.896.9 (Conditions for Fundraising) and Policy 8.896.6 (Room Booking) for the Physician Recruitment Gala.

CARRIED

ANNOUNCEMENTS – none

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

BOARD CHAIR

CHIEF EXECUTIVE OFFICER