

ORILLIA PUBLIC LIBRARY BOARD

MINUTES of September 17, 2025 MEETING

A regular meeting of the Board was held in the Library commencing at 4:00 p.m.

PRESENT - BOARD Deborah Watson, Chair; Don McIsaac; Ryan McVeigh; Helen Mallon;
John Bard, Elaine Bremer

STAFF Meagan Wilkinson, Chief Executive Officer
Melissa Robertson, Director of Corporate & Operational Services
Janis Holohan, Recorder

VIA ZOOM Mike Stahls, Vice-Chair, Meghan Edwards

ABSENT Catherine Allman, Whitney Smith, Wanda Minnings

GUEST(s) Tatianna Johnson, Deputy City Treasurer, City of Orillia
Andrea Nauss, Senior Manager BDO Canada (via zoom)

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 #2025:55

Moved by J. Bard, seconded by R. McVeigh, that the Orillia Public Library Board approves the Agenda, as amended of the September 17, 2025, meeting.

CARRIED

Disclosure of Pecuniary Interest and General Nature Thereof – none

CONSENT AGENDA

Highlights:

M. Wilkinson reported on the growing relationship between OPL and IT. The accessible computer has recently been updated and in an accessible location. Computers are in the process of being updated to Windows 11 before software is no longer supported.

On behalf of A. Gilston, M. Wilkinson highlighted a busy and great response by participants and families to the summer programming, including the Summer Reading Club which now encompasses the full use of all departments within the library.

M. Robertson reported that thanks to the city's Facility Maintenance team the building is now Seagull free. The roof has been cleaned up and a grid system installed to prevent landing and nesting next season. On behalf of K. Absalom, M. Wilkinson reported on the upcoming high energy big read event, "How to Survive a Bear Attack with author visit is currently 75% sold out.

M. Wilkinson reported on the 2nd Quarter Stats. A year over year circulation decrease in physical books was noted. Some contributing factors could be attributed to the patron led decrease from 2 automatic renewals to 1 automatic renewal. As the system is unable to separate out the 1st and 2nd auto-renewals it was difficult to predict how large a decrease in circulation there would be. While physical circulations are slightly decreasing, digital resources, foot traffic, programming and new members stats have shown an increase.

Motion #2025:56

Moved by H. Mallon, seconded by R. McVeigh that the Consent Agenda of September 17, 2025 meeting be adopted.

CARRIED

Motion # 2025: 56 "B" insert

Moved by E. Bremer, seconded by R. McVeigh that the Orillia Public Library receives the 2nd Quarterly Stats and Report as presented.

CARRIED

DISCUSSION AGENDA

BUSINESS ARISING FROM THE MINUTES

Valuing Ontario Public Libraries – the second draft reflecting the Board proposed changes were presented.

Motion #2025:57

Moved by E. Bremer, seconded by J. Bard that the Orillia Public Library Board accept the Valuing Ontario Public Libraries Draft 2 Report.

CARRIED

REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – Monthly statements for August 2025 were presented for Board review and discussion. Admin License & Registration and Admin General Materials will continue to be monitored.

Motion #2025:58

Moved by H. Mallon, seconded by Don McIsaac that the Orillia Public Library Board receives the August 2025 Financial Statements as presented.

CARRIED

Auditors Report – Tatianna Johnson presented the Auditors Report. As a result of municipal grants and donations, 2024 revenues were slightly higher than anticipated.

Motion #2025:59

Moved by J. Bard, seconded by R. McVeigh that the Orillia Public Library Board receives the Auditor's Report as presented.

CARRIED

The Finance Committee has carefully reviewed the 2026 budget pressures, pay equity adjustments, and website migration costs while also considering the Mayor's request for a 0% increase. Continued proactive planning will be completed to ensure a sustainable financial plan exists

Motion #2025:60

Moved by E. Bremer, seconded by H. Mallon that the Orillia Public Library Board receives the 2025 August Financial Committee Report as presented.

CARRIED

The Committee met with the City Finance Team for a Quarterly Meeting. They provided updates on the 2024 end of year activities and 2025 budget. The 2026 budget process was reviewed and concerns around continued late payment to vendors discussed.

Motion #2025:61

Moved by R. McVeigh, seconded by D. McIsaac that the Orillia Public Library Board receives the Quarterly Finance Meeting Report as presented.

CARRIED

The CAO's municipal study and cost per capita for libraries did not depict accurate statistical calculation. Numbers alone do not always represent a full analysis. The CAO's confidential report to the Council has not yet been shared with the Library Board.

Motion #2025:62

Moved by R. McVeigh, seconded by D. McIsaac that the Orillia Public Library Board receives the CAO's Report to Council Update as presented.

CARRIED

It was recommended that the Board approve an increase of 5% to the Severn Township contract for 2026/27.

Motion #2025:63

Moved by R. McVeigh, seconded by J. Bard that the Orillia Public Library Board receives the Severn Township Contract as presented.

CARRIED

It is recommended that the Board approve the amended 2026 Draft Budget Report.

Motion #2025:64

Moved by J. Bard, seconded by H. Mallon that the Orillia Public Library Board amend the Draft Budget 2026 Update in the September 17, 2025 package to receive the Amended Draft Budget 2026.

CARRIED

It was recommended that the Board approve the amended 2026 Draft Budget of \$3,457,190 for the 2026 calendar year.

Motion #2025:65

Moved by R. McVeigh, seconded by J. Bard that the Orillia Public Library Board approves the draft budget of \$3,457,190 for the 2026 calendar year. This is a \$128,000 (4%) increase from 2025.

CARRIED

Based on 2024 data, adjustments have been made to the 2025 budget to address Library labour costs and to the reallocation of funds from underspent lines to overspent lines.

Motion #2025:66

Moved by D. McIsaac, seconded by R. McVeigh that the Orillia Public Library Board receives the End of 2024 Report as presented.

CARRIED

Policy Committee –As part of a continued policy review, new policies were present for review and discussion as recommend by Ontario Library Service to create more cohesive policies.

Motion #2025:67

Moved by R. McVeigh, seconded by J. Bard that the Orillia Public Library Board replaces the current OPL Board policy:

- 2.261.1 - 2.261.7 Purchasing Policies
- 3.313 Proctoring Policy
- 4.420 Orilliana
- 4.431 Hale Bust
- 5.516 Recognition of Years of Service
- 6.601 – 6.608 Volunteer Policy
- 7.701 - 7.710 Children and Young Adult Policy
- 8.897 Security Video Surveillance Policy
- 8.898 Food Allergy Policy

With the following revised policy:

- Safety, Security, and Emergencies OP-02
- Children and Youth in the Library OP-10
- Procurement of Good and Services OP-11
- Local History OP-13
- Security Video Surveillance OP-14
- Food and Drink in the Library OP-21
- Proctoring OP-22
- Volunteers VOL-01

And review and update:

- Compensation, Benefits, Vacation, and Leaves HR-04
- Health and Safety HR-08

And rescind the following out of date/unnecessary policies:

- 8.870 Library Hours
- 8.887-8.889 Charge for Fax, Services, and Printouts
- 8.894 Mandatory Face Masks and Screening

CARRIED

NEW BUSINESS

Announcements

- Staff Training Day September 22nd, 2025
- Membership Drive – October 16, 2025
- National Day of Truth and Reconciliation September 30th, 2025 – *Library Closure*
- OLA Superconference Board session January 31st, 2025

In Camera – CEO Performance Approval

Motion #2025:68

Moved by J. Bard, seconded by E. Bremer that the Orillia Public Library Board enter an in-camera session at 5:07pm.

CARRIED

Motion #2025:69

Moved by J. Bard, seconded by H. Mallon that the Orillia Public Library Board leave an in-camera session at 5:11pm.

CARRIED

Adjournment at 5:15pm

Motion #2025:70

Moved by M. Edwards, seconded by H. Mallon that the Orillia Public Library Board approves the Adjournment of the September 17, 2025 meeting at 5:15pm.

CARRIED

BOARD CHAIR

CHIEF EXECUTIVE OFFICER