

ORILLIA PUBLIC LIBRARY BOARD

MINUTES of MARCH 19, 2025 MEETING

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

PRESENT – BOARD - Deborah Watson, Chair; Mike Stahls, Vice-Chair; John Bard; Elaine Bremer; Helen Mallon; Ryan McVeigh; Wanda Minnings

STAFF - Meagan Wilkinson, Chief Executive Officer,  
Melissa Robertson, Director of Corporate & Operational Services  
Alexandra Gilston, Director of Children & Youth Services  
Kelli Absalom, Director of Information Services  
Amy Lambertsen, Co-ordinator of Circulation Services  
Janis Holohan, Recorder

VIA ZOOM - Meghan Edwards

ABSENT – Catherine Allman; Don McIsaac; Whitney Smith

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 #2025:19*

*Moved by J. Bard, seconded by R. McVeigh that the Orillia Public Library Board approve the Agenda of the March 19, 2025, meeting.*

*CARRIED*

Disclosure of Pecuniary Interest and General Nature Thereof – none

CONSENT AGENDA

Highlights:

M. Wilkinson highlighted the “Community Social Service Leadership Citation Award,” received by Katheryn Stapley, highlighting the role’s positive impact on the community.

A. Gilston highlighted the new young writers' workshop where participants' work will be published as magazine and help support literacy and writing in children.

M. Robertson reported that the Library will be closed to the public on Monday, March 31, 2025 for an All Staff Professional Development Day and Netflix filming in the CYS department of the new TV series "Precision" generating a 10K revenue.

K. Absalom reported that an additional Tech Help Drop-in has been added and hosted monthly by M. Fitzgerald to assist those with less intense tech needs.

*Motion #2025:20*

*Moved by M. Stahls, seconded by R. McVeigh that the Consent Agenda of the March 19, 2025, meeting be adopted.*

*CARRIED*

## **DISCUSSION AGENDA**

### **BUSINESS ARISING FROM THE MINUTES**

OPL 2022 – 2026 Strategic Plan Action Update – The ongoing updates were highlighted within the following strategies.

Diversify Collections to Reflect the Entire Community with the addition of Yoto Player and Cards within the CYS collection.

Promote Technologies and Digital Tools by enabling a mobile workforce.

Identify Hidden Barriers to Service through the creation of a new book challenge package for staff to reference.

Creating Safe Environments for the Communities through purchases of convex mirror for Reader's Advisory Space and smoke detector in the 2nd floor washroom. Team Chat was also noted as an additional communication tool for staff.

Ensure Learning Opportunities for Staff to Enhance their Skill Set by offering a webinar on burnout and resiliency in the workplace.

*Motion #2025:21*

*Moved by M. Stahls, seconded by J. Bard that the Orillia Public Library Board receive the 2022-2026 Strategic Plan Action Updates.*

*CARRIED*

Reserve Allocation Report – Reserve fund updates were presented for Board review and discussion. 2024 donations and final numbers to be reviewed at April meeting.

*Motion #2025:22*

*Moved by H. Mallon, seconded by E. Bremer that the Orillia Public Library Board receives the 2025 Reserve Allocation Plan Updates*

*CARRIED*

Finance Committee - Monthly statements for February 2025 were presented for Board review and discussion. Some 2024 Donations have been misallocated to the 2025 revenue and the City is in the process of moving them over.

*Motion #2025:23*

*Moved by H. Mallon, seconded by J. Bard that the Orillia Public Library Board receives the February 2025 Financial statements as presented*

*CARRIED*

As part of the continued policy review, new policies were presented for review and discussion. Policies 8.882 Community Information Policy and Community Information OP-09 to be *OMITTED*.

*Motion # 2025:24*

*Moved by W. Minnings, seconded by H. Mallon that the Orillia Public Library Board replace the current OPL Board policies:*

- 2.224 – 2.226 Freedom of Information
- 2.227 Privacy Policy
- 2.228 Anti-Spam Policy
- 2.234 The Library and Political Elections
- 2.235 Municipal Resources for Elections Campaign Purposes
- 5.508.1 Workplace Violence, Workplace Harassment & Workplace Sexual Harassment
- ~~8.882 Community Information Policy - (to OMIT)~~
- 8.890 Confidential Information

*With the following revised policies:*

- Workplace Harassment and Discrimination HR-07
- Privacy, Access to Information and Electronic Messages OP-01
- ~~Community Information OP-09~~ (to OMIT)
- The Library and Political Elections OP-16

*CARRIED*

Starting next month, the Board meeting minutes will be sent out one (1) week prior to the Board package distribution.

*Motion # 2025:25*

*Moved by W. Minnings, seconded by E. Bremer that the Orillia Public Library Board Meeting Minutes be sent out to members the Friday prior to Board Package distribution.*

*CARRIED*

Announcements

Netflix Filming and Staff PD – The Library will be closed on Monday March 31, 2025.

Easter Holiday Weekend – The Library will be closed on Friday April 18, Sunday April 20 and Monday April 21, 2025 and open for the annual Easter Egg Hunt on Saturday April 19, 2025 in partnership with Orillia BIA.

Adjournment at 4:38pm

*Motion # 2025:26*

*Moved by J. Bard, seconded by E. Bremer that the Orillia Public Library Board approve the Adjournment of the March 19, 2025, meeting*

*CARRIED*

---

BOARD CHAIR

---

CHIEF EXECUTIVE OFFICER