

ORILLIA PUBLIC LIBRARY BOARD

MINUTES of March 18, 2026 MEETING

A regular meeting of the Board was held in the Library commencing at 4:01 p.m.

PRESENT - BOARD - Mike Stahls, Chair; Catherine Allman, Vice-Chair; Deborah Watson; John Bard; Don McIsaac; Wanda Minnings

STAFF Meagan Wilkinson, Chief Executive Officer  
Alexandra Gilston, Director of Children’s & Youth Services  
Melissa Robertson, Director of Corporate & Operational Services  
Kelli Absalom, Director of Information Services  
Janis Holohan, Recorder

VIA ZOOM Ryan McVeigh; Elaine Bremer

ABSENT - Meghan Edwards; Helen Mallon; Whitney Smith

CONVENING OF THE MEETING – M. Stahls welcomed those in attendance and via Zoom.

Land Acknowledgement Statement – M. Stahls read the Library Board’s statement.

Call to Order – M. Stahls called the meeting to order.

Approval of the Agenda

*Motion #2026:20*

*Moved by D. McIsaac and seconded that the Orillia Public Library Board approve the Agenda of the March 18, 2026 meeting.*

CARRIED

Disclosure of Pecuniary Interest and General Nature Thereof – None

CONSENT AGENDA

Highlights:

M. Wilkinson noted that the library will be a pickup and selling location for the Orillia Business Improvement Area (BIA) Association's downtown gift cards. She also reported on the library's recent shutdown on Saturday, March 14, 2026, due to main floor flooding.

A. Gilston highlighted the success of the Young Writers Workshop and published work in the library's Zine.

M. Robertson reported that the mezzanine makeover will take place on April 8-9, 2026, and that the City of Orillia's Facility Department has planned the replacement of the St. Andrew Street and Mississaga Street building doors for August 2026.

K. Absalom highlighted the success of the Memories Media Lab, welcoming over one hundred patrons within its first three months.

*Motion #2026:21*

*Moved by C. Allman and seconded that the Consent Agenda of the March 18, 2026 meeting be adopted.*

CARRIED

## DISCUSSION AGENDA

### BUSINESS ARISING FROM THE MINUTES

10-Year Capital Plan Review – The Board discussed and approved the 10-Year Capital Plan for 2027-2036.

*Motion #2026:22*

*Moved by J. Bard and seconded that the Orillia Public Library Board approve the 10-Year Capital Plan as presented.*

CARRIED

Update on Bill C-15 - On February 23, 2026, the House of Commons Finance Committee passed an amendment to Bill C-15 (2025 Implementation Act) that reinstated the reduced library materials rate and free literature for the blind under the Canada Post Corporations Act.

Strategic Plan Consultant Proposal - The Board approved Btree's consultation for the preparation and development of the 2026-2030 Strategic Plan.

*Motion #2026:23*

*Moved by D. Watson and seconded that the Orillia Public Library Board directs the CEO to proceed with the hiring of Btree to conduct the strategic planning at a cost of \$10,000 funded through the reserves.*

CARRIED

### REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – Monthly statements for February 2026 were presented for Board review and discussion, noting the pending the 2025-year end statements.

*Motion #2026:24*

*Moved by C. Allman and seconded that the Orillia Public Library Board receive the February 2026 Financial Statements as presented.*

CARRIED

Quarterly Finance Report – The CEO and the Finance Committee met with the City Finance Team for the Quarterly Meeting and met with the new treasurer. Updates were provided regarding the 2025 end-of-year activities and the 2027 budget process. Submission and approval timelines may be revised due to the 2026 fall municipal election.

*Motion #2026:25*

*Moved by W. Minnings and seconded that the Orillia Public Library Board receive the Quarterly Finance Report as presented.*

CARRIED

Reserve Allocation Plan – The Reserve Allocation Plan was presented for Board review and discussion. The Finance and Fundraising Committees will continue to identify additional fundraising opportunities as donations remain a primary source of reserve contributions.

*Motion #2026:26*

*Moved by D. Watson and seconded that the Orillia Public Library Board receive the Reserve Allocation Plan as presented.*

CARRIED

B. Brett Bequest Plan – B. Brett bequeathment funds were invested in secure Guaranteed Investment Certificates (GICs). Interest will be allocated to the library reserves or reinvested for long-term growth and reviewed annually.

*Motion #2026:27*

*Moved by D. Watson and seconded that the Orillia Public Library Board receive the B. Brett Bequest Plan as presented.*

CARRIED

## NEW BUSINESS

OPL Strategic Plan / February 2026 Action Plan Update – An update was presented for Board review.

*Motion #2026:28*

*Moved by W. Minnings and seconded that the Orillia Public Library Board receive the OPL Strategic Plan / February 2026 Action Plan Update as presented.*

CARRIED

Board Member Job Description – A Board Member Job Description outlining the position's primary duties, requirements, and desired qualifications was supplied for Board succession planning.

*Motion #2026:29*

*Moved by J. Bard and seconded that the Orillia Public Library adopt the Library Board Member job description as presented.*

CARRIED

ANNOUNCEMENTS

Mezzanine Makeover - Art Installation: April 8<sup>th</sup>-9<sup>th</sup>, 2026

MW Holidays: March 27<sup>th</sup> - April 6<sup>th</sup>, 2026

Library CLOSED April 3<sup>rd</sup> (Good Friday) and April 6<sup>th</sup> (Easter), 2026

Why Library Boards Matter Webinar April 21<sup>st</sup>, 2026

Adjournment at 4:50pm

*Motion #2026:30*

*Moved by D. McIsaac and seconded that the Orillia Public Library Board approve the adjournment of the March 18, 2026 meeting.*

*CARRIED*

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BOARD CHAIR

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CHIEF EXECUTIVE OFFICER