

ORILLIA PUBLIC LIBRARY BOARD

MINUTES of MAY 21, 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; Catherine Allman; Helen Mallon; John Bard

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

VIA ZOOM Meghan Edwards; Elaine Bremer; Ryan McVeigh, Wanda Minnings

ABSENT Whitney Smith; Don McIsaac

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 #2025:27

Moved by M. Stahls, seconded by C. Allman that the Orillia Public Library Board approve the Agenda of the May 21, 2025, meeting.

CARRIED

Disclosure of Pecuniary Interest and General Nature Thereof – none

CONSENT AGENDA

Highlights:

M. Wilkinson highlighted that the Library received \$35,000 in grants for all 3 summer students.

A Gilston highlighted positive feedback from the 15 schools who participated in the Battle of the Books event held on April 30, 2025.

M. Robertson reported on a successful Saturday Easter community event at the library and surrounding businesses with a “WOW” gate count of 1980 people in attendance.

K. Absalom highlighted a \$1,500.00 grant received from the Orillia Smart and Caring Communities Grant from the Community Foundation of Orillia and Area and the sold-out success with minimal promotion of the first upcoming Drag Queen Bingo event to be held on June 6, 2025.

Correspondents from The Canada Estates: Notice to Beneficiary and Application for Certificate of Appointment of Estate from Brenda Brett was reviewed. Further discussion regarding usage or investment will wait until the Finance committee has final information.

Motion #2025:36

Moved by C. Allman, seconded by H. Mallon that the Consent Agenda of May 21, 2025 meeting be adopted.

CARRIED

DISCUSSION AGENDA

BUSINESS ARISING FROM THE MINUTES

2024 Annual Report Approval – The annual report has been finalized showing an increase in Library visitor and program numbers. The addition of more passive programming was offered which enabled a greater patron reach with less direct staff time.

Motion #2025:37

Moved by H. Mallon, seconded by C. Allman that the Orillia Public Library Board approve the 2024 Annual Report.

CARRIED

Circulation Comparison Report

Although the Library has seen a slight decrease in circulation numbers, which could be attributed to multiple closures and exceptionally harsh winter weather, numbers are only slightly decreasing. Circulation patterns will be reviewed regularly by the Board.

Motion #2025:38

Moved by J. Bard, seconded by H. Mallon that the Orillia Public Library Board receives the Circulation Comparison Report as presented.

CARRIED

REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – The financial statements for April 2025 were presented for Board review and discussion. Assurance from the city that final numbers will be ready and accurate for June 2025's audit.

Motion #2025:39

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

CARRIED

IT Capital Plan

The IT 10-Year Capital Plan was updated and submitted to the City. It was recommended that only projects that exceed \$20,000 be included. A key focus on items included: replacement plans, sound systems and website platform upgrades. With rising costs, quotes need to be updated, and further discussion required regarding conservative spending and timing of implementation.

Motion #2025:40

Moved by H. Mallon, seconded by C. Allman that the Orillia Public Library Board receives the IT Capital Plan 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 #2025:41

Moved by C. Allman, seconded by J. Bard that the Orillia Public Library Board replace the current OPL Board policy:

- *3.316 Orillia Public Library Staff Computer, Email, Social Media and Internet Acceptable Use Policies*

With the following revised policy:

- *Employee Code of Conduct HR-10*

And adopt the following new policy:

- *Makerspace OP-11*

CARRIED

NEW BUSINESS

Board Evaluation Timeline Discussion

It was suggested that the Board Evaluation be moved to October 2025 as it would be helpful for the board to review the full year. Further discussion to be address at next Board meeting.

ANNOUCEMENTS

- The Library was closed for the Victoria Day Long Weekend on May 19th 2025
- Upcoming event: Drag Queen Bingo June 6, 2025

IN CAMERA SESSION – Personnel

Motion #2025:42

Moved by C. Allman, seconded by J. Bard that the Orillia Public Library Board entered an in-camera session at 4:52pm EDT.

CARRIED

Motion #2025:43

Moved by M. Stahls, seconded by C. Allman that the Orillia Public Library Board leave an in-camera session at 5:05pm EDT.

CARRIED

Motion #2025:44

Moved by J. Bard, seconded by C. Allman that the direction discussed in the closed session be implemented as presented.

CARRIED

Adjournment at 5:06pm

Motion #2025:45

Moved by J. Bard, seconded by M. Stahls that the Orillia Public Library Board approve the Adjournment of the May 21, 2025 meeting at 5:06pm.

BOARD CHAIR

CHIEF EXECUTIVE OFFICER