

ORILLIA PUBLIC LIBRARY BOARD

MINUTES OF JUNE 19, 2024 MEETING

A regular meeting of the Board was held in the Library commencing at 3:30 p.m.

PRESENT – BOARD – Deborah Watson, Chair; Meghan Edwards, Vice-Chair; John Bard; Helen Mallon; Gail McCorkell; Don McIsaac; Whitney Smith; Mike Stahls; Wanda Minnings

STAFF – Meagan Wilkinson, Acting Chief Executive Officer
Alexandra Gilston, Acting Director of Children & Youth Services
Melissa Robertson, Director of Corporate & Operational Services
Tina Chatten, Recorder

OTHER – T. Johnson, City of Orillia Treasury; A. Nauss, Auditor BDO

ABSENT - Catherine Allman; Elaine Bremer

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 #2024:30

Moved by H. Mallon, seconded by W. Minnings that the Orillia Public Library Board approve the Agenda of the June 19, 2024 meeting. CARRIED

Disclosure of Pecuniary Interest and General Nature Thereof – none

CONSENT AGENDA

Highlights:

M. Wilkinson reported that she and the Board chair went to council to present the 2023 annual report with very positive numbers and questions raised regarding doors. New doors are to be installed at the municipal lot and Andrew Street entrances. Safety issues still to deal with, City also recognizes the safety precaution as is so near washrooms and areas of concern.

A. Gilston highlighted the recent addition of two summer students for the upcoming Summer Readers Club assisted financially by grants received. Additional staff will take programs out to the community.

M. Robertson reported that a grant has been received from the United Way Simcoe Muskoka to support the Human Resources Coordinator. It was also reported on behalf of the Information Services Director that the Makerspace revitalization project has been completed.

MOTION #2024:31

Moved by J. Bard, seconded by W. Minnings that the Consent Agenda of the June 19, 2024 meeting be adopted. CARRIED

DISCUSSION AGENDA

REVIEW ENGAGEMENT – Auditor/City Treasury Staff

A.Nauss and T. Johnson presented the review engagement for 2023 audit period based on statements prepared by City staff with information from the Library and CEO authorization. Library staff are developing a good relationship with City Treasury and are working well together to provide this information.

MOTION #2024:32

Moved by D. McIsaac, seconded by J. Bard that the Orillia Public Library Board accept the Independent Practitioner’s Review Engagement Report for December 2023. CARRIED

BUSINESS ARISING FROM THE MINUTES

Action Plan Update – The ongoing updates were highlighted along with those going forward. W. Minnings asked if there were any concerns from the staff or public regarding AI, staff are also looking into professional development regarding this and researching how it will affect the Library in the future.

Library 10-Year Capital Plan Package – The Library submitted information as part of the City’s Capital Plan.

REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – The financial statements for May 2024 were presented for Board review and discussion.

MOTION #2024:33

Moved by J. Bard, seconded by H. Mallon that the Orillia Public Library Board receives the May 2024 financial statements as presented. CARRIED

Policy Committee – As part of the continued policy review, new policies were presented for review and discussion as recommended by Ontario Library Services to create more cohesive policies.

MOTION #2024:34

Moved by D. McIsaac, seconded by W. Minnings that the Orillia Public Library Board replace the current OPL Board policies:

- *1.12 Orientation*
- *1.15 Policies*
- *1.18 Governance – Board CEO Partnership*
- *1.19 Annual Board Assessment*
- *5.504 CEO Performance Appraisal Policy*

With the following revised policies:

- *Board Orientation, Training, and Evaluation*
- *Board – CEO Partnership*
- *Policy Development*

CARRIED

NEW BUSINESS

Board Self-Evaluation – An evaluation form was sent out for Board review, with no suggestions/additions it will be sent as is to be completed by Board members to be returned by July 15.

Announcements – Over the summer break there will be no regular meetings, but committee meetings may be called as needed.

Adjournment at 4:00 p.m.

BOARD CHAIR

CHIEF EXECUTIVE OFFICER