

ORILLIA PUBLIC LIBRARY BOARD

MINUTES OF MAY 15, 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; Catherine Allman; John Bard; Elaine Bremer; 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
Kelli Absalom, Director of Information Services
Amy Lambertsen, Co-Ordinator of Circulation Services
Tina Chatten, Recorder

ABSENT - none

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 #2024:24

Moved by H. Mallon, seconded by E. Bremer that the Orillia Public Library Board approve the Agenda of the May 15, 2024 meeting. CARRIED

Disclosure of Pecuniary Interest and General Nature Thereof – none

CONSENT AGENDA

M. Wilkinson reported that media training for staff likely to be in contact with the media had taken place to provide guidance with mock interviews, key messages, and difficult conversations. A media kit is to be developed by the management team for future use.

A. Gilston highlighted the recent Battle of the Books which included 150 students/teachers almost outgrowing the building space with the number of participants from 16 schools. It is a great experience for students not otherwise involved with team building activities. S. McLean did a great job as always with positive feedback from those participating.

M. Robertson reported that the facilities department has been very supportive with addressing building issues, including a long-awaited installation of A/C in the CYS workroom.

K. Absalom highlighted the very successful Mother’s Day Terrarium DIY program held recently in the Makerspace.

MOTION #2024:25

Moved by E. Bremer, seconded by H. Mallon that the Consent Agenda of the May 15, 2024 meeting be adopted. CARRIED

DISCUSSION AGENDA

BUSINESS ARISING FROM THE MINUTES

Final 2023 Annual Report – A final version of the annual report was presented highlighting the Makerspace, community engagement and results of the fall fundraiser. It will be sent out as a media release and made available at the Library for pick up.

REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

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

MOTION #2024:26

Moved by D. McIsaac, seconded by J. Bard that the Orillia Public Library Board receives the April 2024 financial statements as presented. CARRIED

Reserve Report – The Finance Committee met to discuss condensing reserve fund lines into four lines and to establish a reserve allocation plan to use funds wisely and to be transparent in spending. A report was prepared for Board review and discussion.

MOTION #2024:27

Moved by J. Bard, seconded by C. Allman that the Orillia Public Library Board accept the following recommendations:

1. *It is recommended that the Board condense the following three Reserve Funds into the General Reserve Fund:*
 - *Friends of the Library Reserve Fund*
 - *Building Donation Reserve Fund*
 - *Program Reserve Fund*
2. *It is recommended that the Board retains:*
 - *Born to Read Reserve Fund*
 - *Library Materials Reserve Fund (Formerly the Book Reserve Fund)*
 - *Designated Donation Reserve Fund*
3. *It is recommended that the Board approve the Reserve Allocation Plan.* CARRIED

2023 Variance Report – The City staff have completed an investigation into library financials as requested by the Board resulting in a deficit for 2023. Staffing challenges were found to be a large part of the overage. Additional efforts will be made to track staffing beyond the monthly financial statements.

MOTION #2024:28

Moved by C. Allman, seconded by J. Bard that the Orillia Public Library Board accept the following recommendation that the Library use the following reserve funding to reconcile the unfavourable 2023 operating budget variance of \$131,532:

- *\$25,000 from the Designated Donations Reserve Fund*

- \$63,919.20 from the General Reserve Fund
- \$42,612.80 from the Library Materials Reserve Fund (formerly Book Reserve Fund)
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 #2024:29

Moved by C. Allman, seconded by E. Bremer that the Orillia Public Library Board adopt the following policies:

- *Purpose and Duties of the Board*
 - *Appendix A: Orillia Public Library Board Code of Conduct*
 - *Appendix B: Terms of Reference, Board Standing and Ad Hoc Committees*
- *Planning*
- *Financial Control and Oversight*
- *Succession Planning*

It is recommended that the Board rescind and replace the current OPL Board policies:

- *1.7 Signing Officers*
- *1.17 Purpose and Duties of the Board*
- *1.18 Committees*
- *1.9 Finances*
- *2.222 Donations and Reserve Funds*
- *2.223 Financial management*

CARRIED

NEW BUSINESS

CEO Performance Appraisal – A survey will be sent out late summer for Board members to complete.

Board Self-Evaluation – Evaluation form will be sent out for the next board meeting following a review looking for any suggestions/additions.

Announcements – Learning HQ will be hosting a webinar with 3 sessions in June, September and October. If anyone is interested in attending, please let CEO know.

Adjournment at 4:16 p.m.

BOARD CHAIR

CHIEF EXECUTIVE OFFICER