

ORILLIA PUBLIC LIBRARY BOARD

MINUTES OF APRIL 22, 2020 MEETING

A regular meeting of the Library Board was held via Zoom commencing at 3:35 p.m.

PRESENT – BOARD – K. Seymour, Chair; C. Seiberling-Spriggs, Vice-Chair;
E. Chwilkowska; R. Greenlaw; P. Hehn; G. McCorkell;
R. Stevens; D. Watson

STAFF – S. Campbell, Chief Executive Officer
S. Papple, Director of Children’s & Youth Services
K. Absalom, Director of Information Services
S. Dance, Director of Technical Services
M. Wilkinson; Head of Circulation Services
T. Chatten, Recorder

OBSERVERS – D. Caschera, A. Lambertsen, C. Pestell, B. Sears

ABSENT – D. Elder; R. Kloostra

CONVENING OF THE MEETING

Call to Order – K. Seymour called the meeting to order and welcomed new member Deborah Watson. As it is Volunteer Appreciation Week, the Chair expressed her thanks to all who volunteer their time to support the work of the Library, including board members and the many volunteers who provide various tasks for the Library operations.

Approval of the Agenda

MOTION #2020:10

Moved by D. Watson, seconded by P. Hehn that the Orillia Public Library Board approve the agenda of the April 22, 2020 meeting. CARRIED

Disclosure of Pecuniary Interest and General Nature Thereof – None

CONSENT AGENDA

P. Hehn commented on how well staff are doing with remote access work and the impressive programs that are continuing to be offered; kudos and thanks to all for their efforts.

MOTION #2020:11

Moved by P. Hehn, seconded by D. Watson that the consent agenda of the April 22, 2020 meeting be adopted. CARRIED

DISCUSSION AGENDA

BUSINESS ARISING FROM THE MINUTES

Severn Township Contract – The CEO reported that there is now a 1-year contract in place with Severn Township for 2020 with a 2.5% increase over last year.

Carpet Report – The CEO provided an update on the flooring project including a delay receiving materials; staff will start packing tomorrow with moving company hired to shift shelving, 4 week timeframe (approx. May 22) given for completion. The City Facilities staff are overseeing the actual work in the building with various contractors/installers. The CEO will drop in to see if any questions and to check on progress. The project completion during the emergency closure period will be done faster than if doing the work in stages if we were to have remained open as previously planned.

REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – Review and discussion of monthly statements with no unusual spending noted in the first quarter.

MOTION #2020:12

Moved by R. Greenlaw, seconded by K. Seymour that the Orillia Public Library Board receives the January, February and March 2020 financial statements as presented.

CARRIED

NEW BUSINESS

Financial Expenditures Estimated Forecast – Department heads met to discuss savings/revenue loss based on closure for 3 and 5 months. P. Hehn asked if it is possible to track virtual users during the closure period, it was reported that there is no way to verify where the users are from. The CEO has investigated software that would provide information for membership types, but it is costly. We are also looking at other libraries to determine what they are doing with township residents and library service in general. Digital memberships have become very popular with all user types and expiry dates have been extended. OPL staff are still doing reference, offering online programs, responding to calls and emails, etc.

Reserve Account Spending Approval – Based on the increased usage of digital materials during the emergency closure period, additional funds not budgeted are required.

MOTION #2020:13

Moved by P. Hehn, seconded by D. Watson that the Orillia Public Library Board approves the use of the Book Purchase Reserve Fund-Book Sales (acct. # 56-6-3220-0846) to allocate \$10,000 in funds in support of increased access to e-resources during the emergency shut down period.

CARRIED

E-Resources Membership Category – This is a new membership category for the Library as a direct result of the emergency closing period. It was instituted quickly and the Library staff will still need to develop forms, identification procedures, etc. and will forward to the Policy Committee for review and approval.

Contract for Library Services – A copy of the contract for library services was included for board information only as it relates to services offered/expected.

Work Plan Update – The CEO and management team will meet next week to discuss implementation of next steps. The Board Planning/Finance committees may be asked to join for input at later date following staff discussion, C. Seiberling-Spriggs to attend. Staff and Board are awaiting provincial government decisions and Canadian Urban Libraries report May 21 for further information. S. Dance will continue to monitor safety/security issues.

Announcements – P. Hehn sent information on a webinar being held tomorrow at noon, “how public libraries change in future”. K. Seymour will send out link to be forwarded to board members interested in attending.

Adjournment at 4:35 p.m. moved by R. Greenlaw, seconded by C. Seiberling-Spriggs.

BOARD CHAIR

CHIEF EXECUTIVE OFFICER