

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: November 27, 2024
Report #: 24-13
Subject: Board Meeting Schedule 2025/2026

Recommendation

That Report 24-13 Board Meeting Schedule 2025/2026 be received; and

That the Board approve the proposed meeting schedule and dates as presented, or as amended by consensus.

Purpose

According to the Public Library Act:

- Library Boards are required to fix times and places for board meetings, call and conduct such meetings, and ensure that full and correct minutes are kept.
- It also dictates that the Library Board shall hold a minimum of seven (7) regular meetings each year of each term.

The local procedural bylaw states that:

- Regular meetings of the Orangeville Public Library Board shall be held at: 5:00 p.m. on the fourth Wednesday of each month. Regular meetings will be held in the Orangeville Public Library – Mill Street Branch - boardroom.
- Months for meeting to be held will be determined in advance ensuring a minimum of seven meetings annually.
- At the discretion of the chair, the time, day, or place of board meetings may be altered.

Background

Staff circulated a survey to board members offering the opportunity to select preferred dates within the framework established in the bylaws.

Library Board Meeting Dates

There was a majority of the board members that responded, and the results are as follows:

2025		2026	
1	February 26	1	February 25
2	March 26	2	March 25
3	April 23	3	April 22
4	May 28	4	May 27
5	September 24	5	September 23
6	October 22	6	October 28
7	November 26	7	November 25

Please note that budget schedules under the new CFO will need to be addressed once established, therefore additional (special budget) meetings will likely be required during the summer gap (Jun – Aug).

Excerpt from Procedural Bylaw. Section: 11.6 Special Meetings

The chair or two members of the board may summon a special meeting of the board by giving each member reasonable notice in writing (email accepted), specifying the purpose for which the meeting is called which shall be the sole business transacted at the meeting.

Two other dates to be determined:

Board, Staff, Friends & Volunteer Appreciation Event

Once, per term of office, the library board will host an appreciation event to be held in the library after hours.

Options:

1. Friday, September 26
2. Friday, October 24
3. Friday, November 7
4. Friday, November 14

Board / Council BBQ – traditionally the newly elected board chair invites council to meet with the library board at a casual social BBQ setting.

Options:

1. Monday, June 16
2. Monday, July 21
3. Monday, August 25
4. Monday, September 15

Request delegations to council quarterly to address topics such as:

- Q1 VOLT
- Q2 Annual Survey
- Q3 Budget
- Q4 Highlights and Strat plan progress

Financial Impact

This report will not generate direct financial implications. A reduction in the number of evening meetings can help reduce the amount of lieu time for support staff throughout the year.

Strategic Alignment

Strategic Direction: Soar

Objective: N - Strong, effective governance will guide our actions with an emphasis on fiscal accountability and environmental sustainability

Action 35: Maintain adherence to legislated responsibilities and obligations.

Prepared and respectfully submitted by,

Darla Fraser,
Chief Executive Officer