



**Orangeville Public Library Board  
Meeting Minutes  
1 Mill Street (5:00 p.m.)  
Wednesday, September 23, 2020**

**Members Present (in person)**

Councillor Grant Peters (till 6:40 pm)  
Mr. Bill Rea, Board Chair  
Ms. Shelley Bergant  
Mr. Benn MacDonald  
Ms. Sheri Marks

**Staff Present (in person)**

Ms. D. Fraser, CEO  
Ms. K. Carson, Technical Assistant  
Ms. D. Vatanen, Minutes

**Remote Participation:**

Mr. Patrick Neely

**Staff Remote Participation:**

Ms. Nandini Syed, Treasurer (till 5:35 pm)

**Absent:**

Councillor Lisa Post **(with notice)**

**Guest:**

Mr. Murray Short, RLB Auditor (Remote)

**1. Call to Order**

The Chair, Mr. Rea, called the meeting to order at 5:00 p.m.

**2. Declarations of Conflict of Interest**

**None.**

**3. Approval of Agenda**

**20.37** Moved by Sheri Marks  
Seconded by Grant Peters

**That the agenda of September 23, 2020 be approved.**

**Carried.**

**4. Adoption of the Previous Library Board Meeting Minutes**

**20.38** Moved by Benn MacDonald  
Seconded by Shelley Bergant

Library Board Meeting Amended Minutes June 24, 2020  
Library Board Special Meeting Minutes July 22, 2020

**That the meeting amended minutes for June 24, 2020 and the special meeting minutes for July 22, 2020 be approved.**

**Carried.**

**5. Presentation to the Board**

- a. RLB Auditor, Mr. Murray Short, presented the results of RLB's audit of the 2019 Financial Statements.

**20.39** Moved by Sheri Marks  
Seconded by Grant Peters

**That the library board approve the 2019 Draft Audited Financial Statements of the Corporation of the Town of Orangeville Public Library.**

**Carried.**

The Board Chair, Mr. Rea requested the Treasurer, Ms. Syed to provide some guidance for the 2021 budget process. Ms. Syed reviewed the 2021 budget thru the 2020 budget book available online <https://www.orangeville.ca/en/town-hall/resources/Documents/2020-Budget.pdf>. Ms. Syed indicated that she would work with Ms. Fraser to complete the preliminary work needed to build the budget to be presented to the board at the October meeting. Further direction from Council is expected September 28. The consolidated budget will be tabled to Council on December 7.

Ms. Syed left the meeting. (5:35pm)

**6. Information Items (as of August 31, unless otherwise specified)**

- a. CEO Report (September)  
The board discussion included their support to the CEO to initiate the circulation of hot spots (mobile wifi) and the installation of additional security cameras.

**20.40** Moved by Benn MacDonald  
Seconded by Shelley Bergant

**The library board requested an update on the status of the contest to design library cards initiated at the February 26 board meeting. Staff to follow up with Cultural Task Force and report back.**

**Carried.**

- b. Financial Reports - YTD Operating & Capital

**20.41** Moved by Benn MacDonald  
Seconded by: Sheri Marks

The CEO informed the board that the European Study Tour has been cancelled and that all fees were reimbursed. The board requested staff to seek approval (through the Treasurer to Council) that the funds be set aside in a reserve account for Professional Development.

c. Library Service Index

**Carried.**

**20.42** Moved by Grant Peters  
Seconded by Sheri Marks

**That the information items as listed be received.**

**Carried.**

## **7. Reports**

a) Report # 20-09 Draft 2021 Operating and Capital Budgets

**20:43** Moved by Sheri Marks  
Seconded by Benn MacDonald

**That report # 20-09, dated September 23, 2020 with respect to the Draft 2021 Operating and Capital Budgets 2021-2025, be received;**

**And that the CEO bring the proposed 2021-2025 Operating and Capital Budgets back to the October 28, 2020 meeting as per board direction.**

**Carried.**

Councillor Peters left the meeting (6:40 pm)

## **8. Items for discussion / New Business**

**None.**

## **9. Closed Meeting**

**None.**

## **10. Municipal Update**

**None.**

## **11. Comments and Announcements**

There were no questions from the public to the library board.

Ms. Fraser updated the board:

- The annual request from the Royal Canadian Legion was received and library staff will make arrangements for participation in the 2020 Remembrance Day wreath program
- Resilient Communities Fund – working with the other three libraries in the ridings (Dufferin – Caledon) on potential applications
- Staff appreciation – typically a annual social event held early November, board discussed alternative means of celebrating staff, further discussion to take place including a conversation with the Board Chair, CEO and Friends of the Library Chair (Jane Lightle)
- Movie filming on Mill Street – Cineflex Inc. – An Ice Wine Christmas

**12. Adjournment**

**20:44** Moved by Patrick Neely  
Seconded by Benn MacDonald

**That the meeting be adjourned**

**(Time: 7:00 p.m.)**

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Bill Rea, Chair

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Darla Fraser, CEO/Secretary

**Next Meeting:**  
**Wednesday, October 28, 2020 @ 5:00 pm**