



**Minutes of Orangeville Public Library Board  
The Corporation of the Town of Orangeville**

**September 27, 2023, 5:00 p.m.**

Members Present: S. Marks  
Councillor J. Andrews  
P. LeBlanc (remote)  
Councillor T. Prendergast (remote, left at 5:57p.m.)  
D. Waugh  
V. Speirs

Members Absent: B. Rea

Staff Present: D. Fraser, CEO  
J. Moule, Administrative Assistant  
H. Savage, General Manager, Community Services  
M. Jhaji, Deputy Treasurer  
R. Medeiros, Financial Analyst, Operations  
K. Carson, Librarian Collection and Systems  
L. Tilly, Librarian Program & Research

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**1. Call to Order**

The meeting was called to order at 5:08 p.m. Chair S. Marks introduced V. Speirs, our new Board member and introductions were made around the room.

**2. Disclosures of (Direct or Indirect) Pecuniary Interest**

None.

**3. Land Acknowledgement**

Chair S. Marks acknowledged the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation and recognized that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.

Chair S. Marks acknowledged these traditional territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

**4. Adoption of Minutes of Previous Meeting**

**Recommendation: 2023-31**

Moved by Councillor J. Andrews  
Seconded by D. Waugh

That the minutes of the June 28, 2023 meeting be approved.

**Carried Unanimously**

**5. Presentations**

None.

**6. Information Items**

**Recommendation: 2023-32**

Moved by Councillor J. Andrews

Seconded by D. Waugh

That the information items be received.

**Carried Unanimously**

**6.1 CEO Report - September**

The Board congratulated K. Carson on 30 years of service with the Orangeville Public Library.

**6.2 2023-08-31 Library Operating Financial Report**

Chair S. Marks asked for further explanation of the miscellaneous line and mentioned scope notes would be beneficial.

**7. Staff Reports**

**7.1 Report 23-14 Adoption of Town Policies for Accessible Customer Service and Procurement**

**Recommendation: 2023-033**

Moved by Councillor J. Andrews

Seconded by D. Waugh

That report 23-14 Adoption of Town Policies for Accessible Customer Service and Procurement be received;

And that the Board adopt and continue to abide by the policies set forth by the Town of Orangeville regarding Accessible Customer Service (Appendix A) and Procurement (Appendix B).

**Carried Unanimously**

**7.2 Report 23-15 Policy Review - Information Services**

**Recommendation: 2023-034**

Moved by Councillor J. Andrews

Seconded by V. Speirs

That report 23-15 Policy Review - Information Services Policy be received;

And that the Board adopt the Information Services Policy as presented in Appendix A.

**Carried Unanimously**

**7.3 Report 23-16 Revisions to the Scope of 2023 Capital Project 20320.1300**

**Recommendation: 2023-035**

Moved by Councillor J. Andrews  
Seconded by P. LeBlanc

That report 23-16 Revisions to the Scope of 2023 Capital Project 20320.1300 be received;

And that the Board approve the proposed change to the scope of Capital Project 20320.1300 Computer Hardware and direct staff to seek Council approval.

**Carried Unanimously**

**7.4 Report 23-17 Elimination of Overdue Fines**

**Recommendation: 2023-036**

Moved by Councillor J. Andrews  
Seconded by P. LeBlanc

That Report 23-17 Elimination of Overdue Fines be received;

And that the Board approve the permanent elimination of overdue fines on specified physical materials, effective 2024, based on Option A – Softer approach: Notification – prescribed number of reminders - Invoice sent as last resort.

**Carried**

**7.5 Report 23-18 2024 Operating and Capital Budget Estimates**

After a short discussion, it was decided to approve the budget to include the 3 SLC requests and leave the Capital Plan to include the 11 million for project B1286.1200 for 2028. Deputy Treasurer made note this project may be removed for the capital plan and remain on the list of externally financed capital projects postponed indefinitely.

**Recommendation: 2023-037**

Moved by Councillor J. Andrews  
Seconded by P. LeBlanc

That report 23-18 2024 Operating and Capital Budget Estimates be received;

And that the Board approve the five-year Operating and the ten-year Capital Budget estimates for 2024 to be forwarded to Council for final approval.

**Carried Unanimously**

**8. Correspondence**

**Recommendation: 2023-038**

Moved by Councillor J. Andrews  
Seconded by P. LeBlanc

That the correspondence be received.

**Carried Unanimously**

**8.1 2023-06-20 Letter from Shelburne Public Library**

**9. New Business**

None.

**10. Date of Next Meeting**

The next meeting is scheduled for October 25, 2023.

**11. Adjournment**

Meeting adjourned at 7:29 p.m.

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Darla Fraser, CEO

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Sheri Marks, Board Chair