Federation of Ontario Public Libraries / La Fédération des Bibliothèques Publiques de l'Ontario

Minutes

Federation of Ontario Public Libraries

Meeting Date: Dec 12, 2025
Meeting Time: 10:00a.m.
Location: Hybrid
Secretary: Dina Stevens, Executive Director/Secretary of the Board

In Attendance: ***Francophone Caucus*:** Catherina Moskau
***Large Urban Caucus*:** Wayne Greco, Sarah Douglas-Murray, Margie Singleton, Kathy Fisher, Sarah Vaisler
***Small & Medium Caucus*:** Beverley King, Jodie Delgado, Emma Kinsman
Northern Caucus: Rebecca Hunt
***Rural Caucus*:** Susan McGibbon, Jennifer La Chapelle
***Toronto Caucus*:** Paul Ainslie, Moe Hosseini-Ara, Lisa Radha Vohra
Former Library Leaders: David Harvie

Regrets: Nadine Williams, Jonathan Hoss, Feather Maracle
Absent: None.

FOPL Team: Dina Stevens, Executive Director, Diana Chiavaroli, Administrative Assistant

Prepared By: Diana Chiavaroli, Administrative Assistant

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1. Call to Order & Roll Call

The Q3 Board Meeting was called to order at 10:05 a.m. by the Chair.

2. Land Acknowledgement

3. Regrets

As noted above.

4. Declarations of Conflict of Interest

None.

5. Approval of the Minutes of the September 5, 2025 Board Meeting

Moved by Wayne Greco and seconded by Margie Singleton, THAT this Board approve, the minutes of the September 5, 2025 board meeting. CARRIED.

6. Approval of the Agenda.

It was requested that item 10c be moved to the next item discussed due to scheduling issues.
An additional item "Insurance/Benefits" was requested to be added as new business.

Moved by Beverley King and seconded by David Harvie, THAT this Board approve as amended, the FOPL Board Agenda of December 12, 2025. CARRIED.

10. Previous Business

10. c. Safety and Security Advocacy Campaign

ED gave an overview of the campaign and how it was developed. Concerns were raised regarding the inclusion of homelessness as contributing to safety concerns in the document, as well as several concerns regarding the messaging to the public. Of particular concern was not wanting to position libraries as unsafe to the public. The ED clarified that this is an internal document only. A draft document was shared that was just completed containing key messages for the public. This alleviated much of the concerns and was generally well received.

10:15 Jennifer La Chapelle joined the meeting

10:35 Lisa Radha Vohra joined the meeting

10:48 Moe Hosseini-Ara left the meeting

Details of the specific key messages for the public were discussed. The board expressed edits for inclusion in the messaging.

Moved by Margie Singleton and seconded by Beverley King, THAT this Board approve the safety and security campaign with the edits and inclusions to the key messaging for the public as discussed by the board. THAT the $10,000 in funds necessary for this project are allocated. THAT this campaign is included in the 2026 pre-budget submission to the Ministry of Finance and advocacy meetings are initiated with MPPs and other interested parties. THAT the Executive Director will send out the finalized messaging and the timing of the campaign rollout be circulated to the board. CARRIED.

7. a) Treasurer's Report

A question was raised regarding the movement of 75% of net revenue to the reserve fund. The ED clarified that this is due to the bank accounts being in good financial position, and more interest will be earned from the savings account.

Moved by Catherina Moskau and seconded by Jodie Delgado, THAT this Board receive the Treasurer's Report as information and THAT the standing board motion to move 50% of net revenue to the restricted savings account after the annual audit is increased to 75%. CARRIED.

b) 2026 Budget

The ED reviewed the budget, noting changes to some lines and where increases are being covered by the restricted fund.

Moved by Catherina Moskau and seconded by David Harvie, THAT the Board approves the 2026 Budget. CARRIED.

8. Executive Director's Report

a. Working Plan

ED provided a summary of the report and workplan.

Moved by David Harvie and seconded by Beverley King, THAT this Board receive the Executive Director's Report and Working Plan as information. CARRIED.

9. Working Group and Committees – Reports and Updates

a. Government Relations Working Group

Moved by Margie Singleton and seconded by Jodie Delgado, THAT this Board receive the Government Relations Working Group's Report as information. CARRIED.

b. Indigenous Libraries Partnership Working Group

Moved by Rebecca Hunt and seconded by Kathy Fisher, THAT this Board approve the updated Terms of Reference for the Indigenous Libraries Partnership Working Group. CARRIED.

a. CELUPL Workplan

Moved by Catherina Moskau and seconded by Wayne Greco, THAT this Board receive the CELUPL Workplan as information. CARRIED.

10. Previous Business

a. MOU with the Ontario Library Association

ED provided a summary of the agreement.

Moved by Wayne Greco and seconded by Margie Singleton THAT the Board accept the terms of the MOU with the Ontario Library Association. CARRIED.

11:38 Susan McGibbon left the meeting

b. CFLA Update

ED provided an update from her discussions with the interim ED of CFLA. The overall sentiment of the Board was to continue membership with them for one more year and then re-evaluate to give their organization time to organize themselves. It was suggested a request be made they provide a summary of the value they are providing.

Moved by Sarah Vaisler and seconded by Kathy Fisher THAT the Board approve CFLA membership for 2026 and, at the next draft budget approval period, review membership for 2027. Motion PASSED with one dissenting vote.

d. Restricted Funds Account

ED provided an update on her findings regarding range of funds that should be held in a reserve fund and reviewed the newly created Reserve Fund Policy. Some suggestions were made for language to be included in the finance policy for more internal consistency and clarity. The board requested to include in the policy a plan to replenish the restricted fund when we do not have any surplus net revenue. It was also requested that the target for the reserve fund be adjusted so that there is no maximum amount.

Moved by Sarah Vaisler and seconded by Jennifer La Chapelle THAT the Board receive the report as information. CARRIED.

11. New Business

a. Bylaw and Policy Review

ED reviewed the suggested amendments to the by-laws with feedback given from the board. Requests were made for sections on dissolution and conflict of interest. Amendments will be made and circulated by email for approval.

Moved by David Harvie and seconded by Beverley King THAT the Board approve the amended By-Laws with edits to include sections on Conflict of Interest and Dissolution of the Organization, which will be subsequently approved by email. CARRIED.

ED reviewed suggested amendments to the Finance Policy with feedback from the Board. Adjustments were discussed to the procurement process and the addition of a quote process. Amendments will be made and circulated by email for approval.

Moved by Catherina Moskau and seconded by Emma Kinsman THAT the Board approve the amended Finance Policy, with edits which will be subsequently approved by email. CARRIED.

12:45 Break for lunch

1:18 Meeting restarted

b. Website Redesign Project

ED reviewed the website redesign developer procurement and quote. Requests were made for a clause to the contract regarding cybersecurity, to check where the server is located, and for multifactor authorization for web editors.

Moved by David Harvie and seconded by Beverley King THAT the Board approve and award the contract. CARRIED.

c. Frequency of Hybrid Meetings

The benefits of hybrid versus virtual meetings were debated.

Moved by Catherina Moskau and seconded by Wayne Greco THAT the Board proceed in 2026 with two virtual and two hybrid meetings as reflected in the proposed schedule. CARRIED.

d. Dates for 2026 Meetings

Moved by Sarah Vaisler and seconded by Jodie Delgado THAT the Board approve the proposed schedule for 2026 Board Meetings. CARRIED.

e. Insurance/Benefits

A request was made for the ED to investigate insurance and benefits packages, as this may be something FOPL could recommend to its members.

Moved by Wayne Greco and seconded by Jodie Delgado THAT the Executive Director investigate insurance and benefits options. CARRIED.

12. Announcements

The ED shared that Kathleen Copegog has resigned from the FOPL Board, and that Margie Singleton will be retiring in March of 2026. FOPL wishes them well and thanks them for their work over the years.

The OLA Superconference was briefly discussed. A lunch social was decided on for Wednesday January 28, with details to follow by email. There was also a call for volunteers to help assist with the Superconference booth. Interested members may email admin.

13. Next Meeting

Q1 – Friday February 27, 2026
10:00am
Virtual only

14. Adjournment

Moved by Catherina Moskau and seconded by David Harvie THAT the meeting be adjourned. CARRIED.

The meeting was adjourned at 2:13.

Paul Ainslie, Chair	Dina Stevens, Board Secretary