



358 Main Street, P.O. 302
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Deseronto Public Library Board Minutes

Meeting Date: 28/03/2023

A meeting of the Deseronto Public Library Board was held on 28/03/2023 with the following members present:

- Chair: Mrs. J. Rixen
- Vice Chair: Mrs. M. Hilderley
- Secretary: Ms. S. Lake
- Treasurer: CEO/Librarian: Ms. J. Lane
- Board Member: Mr. N. Clark - absent
- Board Member: Mr. S. Everhardus
- Board Member Mrs. J. Hill
- Board Member: Mr. D. Simpson

1. Call to Order and welcome:

Meeting called to order by Board Chair at 4:58PM.

Declaration of conflict of interest:

No conflicts of interest were declared.

2. Approval of Agenda:

*The motion was moved by Mrs. Rixen and seconded by Mrs. Hilderley.
"CARRIED"*

3. Minutes of the Previous Meeting:

Minutes to be reviewed at next meeting.

*The motion approved by Mr. Everhardus and seconded by Mrs. Rixen.
"CARRIED"*

4. Business Arising:

No items brought forward.

5. Information Items:

a. Financial Report from February 2023

Ms. Lane reviewed the most recent statement of Revenues and Expenses and answered questions from the board. The following was noted:

- i. **No More CIBC** - CIBC finally closed \$7,718.15 transferred in, then transferred out to the BMO account.
- ii. **LEAF funds moving** – ongoing renovations going well, the back room is in great shape. Ms. Lane will get a quote from Home Depot for cabinets, and it is expected to be over \$5,000.



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- iii. **Still sorting reserves vs donations vs operating etc.** – anticipating it will take a while to sort through but does not anticipate any issues.

The motion was moved by Mrs. Hilderley and seconded by Mrs. Rixen to accept the Financial Report for February 2023.

“CARRIED”

b. CEO Report:

Ms. Lane reviewed the DLP Report and answered questions from the board. The following was noted:

i. Current Projects

- Enbridge Gas meter being moved which is currently in the bathroom, no date booked yet.
- Cataloging of children’s collection ongoing – large in scope, once done it will be great for the library and reporting statistics to government.

ii. Statistics Update

- Facebook numbers are still up, which is great news.
- More book donations are anticipated with folks doing Spring cleaning.
- New library cards still going up this year with more new adult cards being issued.
- The Fiction category is still most popular for books with DVDs a close second.
- Monitoring patron comments to determine if they are struggling to get books through the LIBBY system.
- Foot traffic numbers are still great - Tuesdays still has the most with Monday, Wednesday, and Thursday close seconds.

iv. Programming Update

- March Break was extremely successful.
- Movie Night was loved by the patrons and planning another one soon.
- Taking a break on BookTalk Program to determine how it can be more engaging for the community.
- A Marysville kindergarten class is interested in a visit next month which is encouraging news for the library.

v. OLA Superconference

- The conference was a great opportunity to network and learn – there is a full report on the experience available for review. Ms. Lane was able to get on the Superconference planning committee which will



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cover her costs for the next conference.

vi. Security Update

- The contact list updated with Mrs. Rixen being added as a local contact. All alarms, fobs tested and working.

The motion was moved by Mrs. Hilderley and seconded by Mr. Simpson to accept the CEO report.

“CARRIED”

6. Action Items

a. Policy Review Committee

- The committee met and determined the project has a much bigger scope. All Deseronto Library policy documents will be compared to OLS policy documents as these were just updated with all current legislation as of January 2023. The content of all the policy documents will be reviewed, streamlined, and updated.
- The committee is starting with the HR policy documents. The policies have been split evenly between the members to review.

b. Library Hours Adjustment – Monday-Saturday proposal

- It was proposed to have the Monday-Saturday model be approved based on the data. The library will open Monday-Saturday at 10:00 am apart from Friday to meet community needs.
- The new hours will be implemented after Easter to the end of summer, with a review of the new hours and data in September.
- The new hours will be fluid with the flexibility to change the hours if required before the end of the summer based on community needs.
- Staff hours do not change, every week the Friday and Saturday shifts will be covered by the same employee then switched the following week to another employee.
- The new hours will be communicated heavily through; social media, press releases, town post office, town distribution list, radio, signage inside/outside of the library, and word of mouth.

The motion to approve the new hours was moved by Mr. Everhardus and seconded by Mr. Simpson. “CARRIED”

c. Summer Student – job description to be written and posted after Easter

- Still have not heard about government grant for the position but asked permission to have it be a full-time job posting. All costs should be covered between grant and budgeted allotment.



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- Ideally the summer student would start the beginning of June.

d. Ellis replacement – potential position update

- It was proposed to make the position full-time hours (4-day work week) to cover all aspects of the job – administration, outreach opportunities, data collection, reporting, etc.
- Mr. Simpson raised his concerns about the budget, as making the position full-time does not leave much room for other expenses.
- Ms. Lane will put together a proposal with the budget information included and present this at the next board meeting.

e. Other Items

- Mr. Simpson suggested adding 2 younger library patrons to the board who would help the board with brainstorming fresh ideas for the library. These would be non-voting board members.

7. Date for Next Meeting Confirmation

- a. Tuesday April 25th, 2023
- b. 5:00 pm

8. Adjournment

*The motion was moved by Mr. Simpson and seconded by Mr. Everhardus at 5:55 pm.
"CARRIED"*