



358 Main Street, P.O. 302
Deseronto, ON K0K 1X0
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Deseronto Public Library Board Minutes

Meeting Date: 9/04/2024

A meeting of the Deseronto Public Library Board was held on 9/04/2024 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. D. Simpson
- Board Member: Mr. N. Clark
- Board Member: Mr. S. Everhardus

Regrets: Mrs. J Hill

1. Call to Order and welcome:

Meeting called to order by Board Chair at 5:00 pm.

Declaration of conflict of interest:

No conflicts of interest were declared.

2. Approval of the Agenda:

a. *The motion to approve the agenda was moved by Mr. Simpson*

1. *Seconded by Mr. Everhardus*
2. *"Carried" by All*

Approval of Previous Board Minutes: (March 2024)

b. *The motion to approve the previous board meeting minutes was moved by Ms. Lake*

1. *Seconded by Mr. Clark*
2. *"Carried" by All*

3. Business Arising from Previous Minutes:

a. Year 2 of the Board Cycle overview

- i. Priority Survey Results – not all results were received.

b. Branch Architecture Documents

- i. Review – Information only at this time

1. Ms. Lane explained having this type of document helps understand the cost of the building structurally if improvements are needed to be made. This is purely an information piece but for example if the Library was approved for another Trillium grant this would be part of the expense for that grant.



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4. Information Items:

a. Financial Report March 2024

1. All finances are at par from last year. The donations line needs to be updated and Ms. Lane will have this ready for the next meeting.

b. *The motion to receive the financial report was moved by Mr. Everhardus*

1. *Seconded by Mrs. Hilderley*
2. *“Carried” by All*

c. CEO report

1. Statistics Summary

i. Current Projects

WSIB Emergency Procedures Update Program

- a) First aid procedures completed and implemented. All staffed have been trained. Just waiting for final evidence submission to WSIB once completed next topic will be started the program rebate sent at the next quarter.

Kitchen Renovation

- b) Ms. Lane reached out to 5 contractors and received the 2 quotes to be reviewed by the board at today’s meeting.

ii. Community Partnerships

- a) The March Break program brought in over 400 people which is double from last year. Andy Forgie’s appearance was a huge success which included a CD give away. Andy did express some interest in a future fundraising performance for the Library.

iii. Statistics Update

- a) Social media channels (Instagram & Facebook) showed a good increase due to March Break programming.
- b) Book Orders – Collection Development – have received pre-order books.
- c) Totals for new and renewed cards as of April 1, 2024, was 106 which is a huge jump from March 1st totals of 39. Supporting this jump was March Break programs and the new card campaign which includes a key fob.
- d) Fiction still number one for circulation and Adult Fiction is up and LIBBY was a strong second.
- e) Foot traffic totals as of April 1, 2024, continues to increase from 2023 and is already halfway to last year’s totals.



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iv. Programming Summary

- a) Programming Update – March Break was a major success with over 400 people in this single week. Upcoming programs in April include the Eclipse, Dungeons & Dragons and a National Canadian Film Day.
- b) Staff Education – an on-call staff member resigned due to lack of predictable hours. The remainder of the staff participated in a team building exercise in early April.

v. Program update & Grants

Kitchen Renovation Quotes

- a) Caith Contracting
- b) Bel-Con Construction
 - 1. Mr. Everhardus recommended we go with Caith Contracting based on the quote and the positive experience with them with the recent renovations they completed on the Library. Ms. Lane also reinforced this recommendation due to the quick response time from them with any issues or questions.

vi. Approval of the quote

- a) *The motion to approve the quote from Caith Contracting was moved by Mrs. Hilderley*
 - 1. *Seconded by Mr. Everhardus*
 - 2. *“Carried” by All*

vii. Approval of the CEO Report

- a) *The motion to receive the CEO’s report was moved by Mr. Everhardus*
 - 1. *Seconded by Mr. Simpson*
 - 2. *“Carried” by All*

5. Action Items

a) Policy Review Committee

i. MOU draft 1

- a) The document defines roles and responsibilities for both the Town and the Library to ensure positive communication.
- b) Mr. Everhardus requested that Development Charges be added in Schedule B Finance Department. As this was the first time the Board had an opportunity to look at this document, Ms. Lane asked the members to review and make notes for the next meeting.

ii. Staff Code of Conduct policy

- a) There was a minor change to Section 3 – Smoking in the Workplace, to ensure the link was current which would include cannabis since it’s legalization in 2018.

iii. Approval of Code of Conduct policy



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a) *The motion to approve the Staff Code of Conduct was moved by Mr. Everhardus*

1. *Seconded by Mrs. Rixen*
2. *“Carried” by All*

2. Board Advocacy – work plan

a) Not all responses were received from the board members but based on the responses received the top 3 priorities are a new library sign, fundraising, and strategic planning.

1. New Library Sign – Ms. Lane has some quotes but would like to broaden the search to find signage that would be made of quality material that would last.
2. Fundraising – Ms. Lane is looking for someone to help the Friends of the Library with fundraising. Perhaps a sub-committee? Currently Ms. Lane has taken on this role but does not have the time to continue this with her own workload. Ms. Lane has investigated cost to put a flyer in every mailbox which is under \$200. Mr. Everhardus suggested a Fall campaign with \$150.00 donations with a tax receipt and will help draft the letter. He also suggested Halenda’s fundraising Pepperoni Stix for raising funds, Ms. Lane will investigate this opportunity.
3. Strategic Planning – once all the responses are submitted Ms. Lane will circle back with the board.

6. Date for Next Regular Meeting

- a. Next Meeting Confirmation for May 7th, 2024, at 5:00 pm

7. Adjournment

a. *The meeting was adjourned at 6:15 pm by Mrs. Rixen.*

1. *Seconded by Mr. Simpson*
2. *“Carried” by All*