

A meeting of the Deseronto Public Library Board was held on November 21, 2023 with the following members present:

Ms. J. Rixen, Chair  
Mr. N. Clark  
Mr. D. Simpson

Mrs. M. Hilderley, Vice-Chair  
Mr. S. Everhardus

1. Call to Order

The Chair opened the meeting at 5:00 p.m.

2. Approval of Agenda

It was moved by Mr. Everhardus and seconded by Mr. Clark that the agenda be approved.

"CARRIED"

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Minutes of Last Meeting

The Minutes of the October 24, 2023 meeting had been distributed previously.

It was moved by Mr. Everhardus and seconded by Mrs. Hilderley that the Minutes of the October 24, 2023 meeting be received.

"CARRIED"

5. Business Arising

a) Library Draft Budget

The Board had discussed the draft budget at a special meeting on November 2, 2023. Ms. Lane had prepared an updated draft for today's meeting based on those discussions. After some discussion, it was

Moved by Mr. Everhardus and seconded by Mr. Clark that the 2024 budget be submitted as presented to Town Council for 2024.

"CARRIED"

6. Information Items

a) Financial Report

Ms. Lane provided an update on the library's financial position and explained several lines for the Board, including any outstanding invoices to be paid before

the end of the year, such as the WSIB staff training.

She also recommended moving funds into a reserve for future use, such as repairs, renovations, etc.

It was moved by Mr. Everhardus and seconded by Mrs. Hilderley that \$6,000 be transferred into a reserve fund.

“CARRIED”

It was moved by Mr. Clark and seconded by Mr. Simpson that the financial report be received.

“CARRIED”

b) CEO's Report

i) Statistics

Ms. Lane noted that social media usage was down slightly but there is an increase in the number of followers.

Deliveries of books have been frequent and new popular titles and books requested by patrons have been processed. It was noted that fiction and DVDs represent the greatest proportion of items borrowed but LIBBY use has increased to 14.6%.

Circulation has reached 5,000 items and, as of November 1, 2023, 360 new library cards have been processed and 20 renewed.

Library visits have increased considerably over 2022, from 1,786 to 6,880, partially because of the limitations on access to the library that were in effect last year as a precaution during the pandemic.

Similarly, the number of programs offered has doubled with a corresponding increase in participation.

ii) Programming

In October, the Friends of the Library met for the first time and raised \$100 from their first book sale of 2023.

In addition, several special programs were held at the library for Ontario Public Libraries Week.

The library is participating in the “Belly’s Book Club” initiative with the Belleville Senators Hockey Club. The team provides incentives to children to submit monthly lists of the books they have read.

iii) WSIB Program Update

The staff has completed the first part of the WSIB Emergency Procedures Update Program and have completed the requirements for the next. They

will be meeting in November to review new policies and procedures in person. The WSIB rebate is expected in January.

iv) Vacation Plans

Ms. Lane will be on vacation from December 9 to beginning of January. Library Assistant, Richard Slightholm, will manage library activity in her absence.

It was moved by Mr. Simpson and seconded by Mrs. Hilderley that the CEO's report be received.

“CARRIED”

7. Action Items

a) Legion Bingos

Mr. Simpson noted that the legion is looking for assistance from local organizations at its weekly Bingo nights. The library had participated in the past and he asked whether members of the Friends would be interested. The Legion provides payment of \$100 for each night.

8. Date of Next Meeting

a) 2024 Meeting Schedule

The CEO asked whether the Board wished to change the meeting schedule in 2024.

It was moved by Mr. Everhardus and seconded by Mr. Clark to maintain the current schedule of the third Tuesday of each month.

“CARRIED”

The next meeting is scheduled for January 3, 2024 at 5:00 p.m.

9. Adjournment

It was moved by Mr. Simpson and seconded by Mr. Simpson that the meeting be adjourned at 5:51 p.m.

“CARRIED”

(Acting) Secretary