



358 Main Street, P.O. 302  
Deseronto, ON K0K 1X0  
Phone: 613-396-2744  
Fax: 613-396-3466

## **Deseronto Public Library Board Minutes**

**Meeting Date: 14/02/2023**

A meeting of the Deseronto Public Library Board was held on 14/02/2023 with the following members present:

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

Also in attendance was Ms. J. Lane, CEO/Chief Librarian.

**1. Call to Order and welcome:**

Meeting called to order by Board Chair at 4:55PM.

**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 Mr. Clark.  
"CARRIED"*

**3. Minutes of the Previous Meeting:**

*Minutes were approved by Mrs. Rixen and seconded by Mrs. Hill.  
"CARRIED"*

**4. Business Arising:**

No items brought forward.

**5. Information Items:**

**a. Financial Report from January 2023**

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

- Good news with a new option for accounting software. Quick Books for non-profits software is widely used by libraries and has a one-time fee of \$134.00 vs. a monthly fee with the Sage software which is currently at a trail fee of \$15 per month. Both software packages will be kept until it is determined which one will best meet the accounting needs of the library.
- The furnace motherboard was replaced, and it was determined the furnace



358 Main Street, P.O. 302  
Deseronto, ON K0K 1X0  
Phone: 613-396-2744  
Fax: 613-396-3466

is on borrowed time. A quote to replace the furnace is currently being looked at to understand the cost to replace it.

- The MOU needs to be reviewed to understand responsibilities for items such as booking keeping, IT and snow removal.

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

**b. CEO Report:**

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

Current Projects

- Some of the items in the old archives room may be re-homed to the Napanee library, examined by the diocese, or boxed up and stored. Any items related to the history of Deseronto will be kept.
- It was discussed how this room will be a great bookable space which will create additional traffic for the library.

Policy Review Strategy

- A request for Policy Review Committee members - Mrs. Rixen, Mr. Everhardus and Ms. Lake volunteered to form the committee along with Ms. Lane.

Statistics Update

- The online statistics are very encouraging. Facebook is up almost 50% and Instagram is up a staggering 4000%. Another interesting stat was the gender comparison of the followers which are mainly women – 86%, this stat will continue to be reviewed for potential key information it could provide the library.
- The in-person statistics are encouraging as well.

Programming Update

- All programs are going well. There is an upward trend with the Junior Easy Readers since the reorganization of the section.
- There will be a trial of bringing book clubs back to the library, led by Eilis.
- There is exciting news that a local author will be coming to the library as a guest speaker.

Closure of CIBC Account

- The account will finally get closed in the next few weeks.

*The motion was moved by Ms. Lake and seconded by Mr. Everhardus.  
"CARRIED"*



358 Main Street, P.O. 302  
Deseronto, ON K0K 1X0  
Phone: 613-396-2744  
Fax: 613-396-3466

**c. Board Orientation**

- Reminder of the One Day Session on Saturday, March 4<sup>th</sup>, 2023 – 2pm-5pm.

*The motion was moved by Mr. Clarke and seconded by Mr. Simpson.  
"CARRIED"*

**d. Policy Review Committee**

- The committee will meet before the board orientation meeting on March 4<sup>th</sup>, 2023, from 11:30am-1:30pm.

*The motion was moved by Mr. Everhardus and seconded by Ms. Lake  
"CARRIED"*

**e. Library Hours Adjustment**

Ms. Lane presented the Community Survey report and the models for new library hours and answered questions from the board. The following was noted:

- The results showed there was more interest afternoon hours, lower interest for Mondays and there was particular interest in opening the library on Fridays. Three models were created based on these results.
- It was discussed how it would be easier for patrons if the opening hours of the library were consistent.
- Another model was discussed to close Sundays and Mondays, extending the hours on other days to meet community needs.
- Ms. Lane will review the impact to staffing with this new model and get back the board.
- A concern was raised about the library staff working on their own and is there a policy that requires 2 staff members to be present when the library is open?
- Ms. Lane addressed this concern stating that there are no fears with the staff working on their own as there is a phone network in place with the team and they have been trained to handle tense situations. Additionally, challenging behaviour has subsided since the back room has been dismantled.

*The motion was moved by Mr. Everhardus and seconded by Mr. Simpson to accept the report.  
"CARRIED"*



358 Main Street, P.O. 302  
Deseronto, ON K0K 1X0  
Phone: 613-396-2744  
Fax: 613-396-3466

**f. New Policy: GOV15 Library Board Code of Conduct**

Ms. Lane presented the new form and answered questions from the board. The following was noted:

- Can there be 2 separate forms – one for staff and one for the board?
- Does a code of ethics need to be created for the library if there is not one for the Town of Deseronto?
- Further clarification and wordsmithing are required for the term “one voice” – it will be tabled at the next meeting.

*The motion was moved by Mr. Everhardus and seconded by Mr. Simpson to continue editing of the policy and bring back further edits at a future meeting.  
“CARRIED”*

**g. Other Items**

- Mr. Simpson mentioned the Seniors Walking Club donated \$250 instead of food to the Food Bank. This gives the food bank the flexibility to buy items that are needed for the community.

**6. The next meeting date:**

- Tuesday, March 28<sup>th</sup>, 2023 at 5:00pm.

*The motion was moved by Mr. Simpson and seconded by Mr. Clake.  
“CARRIED”*

**7. Adjournment:**

*The motion was moved by Mr. Everhardus and seconded by Mrs. Rixen at 6:27 pm.  
“CARRIED”*