

A meeting of the Deseronto Public Library Board was held on January 16, 2023 with the following members present:

Mr. S. Everhardus, Chair (remotely)
Mr. N. Clark
Mrs. J. Hill
Ms. S. Lake

Ms. J. Rixen, Vice-Chair
Mrs. M. Hilderley
Mr. D. Simpson

The Board welcomed Ms. Shaune Lake, a newly appointed member, and introduced themselves to her.

Also in attendance was Ms. J. Lane, CEO/Chief Librarian. As the first meeting of the new board, Ms. Lane chaired the meeting as per the OPLA.

1. Call to Order

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

2. Approval of Agenda

It was moved by Mr. Simpson and seconded by Mrs. Hill that the agenda be approved.

"CARRIED"

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Election of Positions

a) Board Chair

Ms. Rixen was nominated as Chair.

b) Vice Chair

Mrs. Hilderley was nominated as Vice Chair.

c) Secretary

Ms. Lake was nominated as Secretary.

d) Treasurer

The CEO, Ms. Lane, was nominated as Treasurer.

It was moved by Mr. Clark and seconded by Mr. Simpson that the appointments be accepted by the Board.

"CARRIED"

5. Board Meeting Annual Schedule

The Board discussed various possible times for meetings and concluded that Tuesdays at 5:00 p.m. would be most convenient. The schedule for 2023 will be finalized at the next meeting.

6. Minutes of the Previous Meeting

The Minutes of the November 14, 2022 meeting had been distributed previously.

It was moved by Mr. Everhardus and seconded by Mr. Clark that the Minutes of the November 14, 2022 meeting be accepted.

“CARRIED”

7. Business Arising

There was nothing to discuss.

8. Information Items

a) Financial Report from November, 2022

Ms. Lane reviewed the most recent statement of Revenues and Expenses and answered questions from the Board. She noted that the LEAF grant had been received and explained the inclusion of the OMERS and other employee benefits.

She also advised that the Sage Accounting software is being set up to assist in managing financial activity. It will provide accurate records and perform various tasks, such as payroll preparation and record-keeping.

b) Annual Report

A draft annual report was presented. It was brief and colourful and provided a good overview of membership, borrowing activity and programs of the past year. The new logo and photos of the renovated library are also presented.

It was moved by Mrs. Hilderley and seconded by Mrs. Hill that the Annual Report be accepted.

“CARRIED”

c) CEO's Report

Ms. Lane advised that classes from the public school are visiting the library more regularly. She also informed the Board that changes were proposed in the back room, including new equipment and furnishings that would allow for a variety of activities.

i) Ms. Lane provided an update of library statistics.

ii) Closed Session

It was moved by Mr. Clark and seconded by Mrs. Hilderley that the Board go into closed session

“CARRIED”

iii) Move Out of Closed Session

It was moved by Mrs. Hill and seconded by Mrs. Hilderley that the Board move out of closed session and that the report presented in closed session be accepted.

“CARRIED”

d) CIBC Account

It was moved by Mrs. Hill and seconded by Mrs. Hilderley that the CEO’s Report, including the Statistical, Programming, CCRF Grant and Staffing Updates, be received.

“CARRIED”

9. Action Items

a) Board Orientation

As the Board is newly appointed by Council, it was noted that an orientation session would be helpful. It was suggested that it could be scheduled as either a one-day session or at the end of regular meetings throughout the year.

The Board decided on a Saturday afternoon, after the library closed. Ms. Lane will contact members to decide on a date for the session.

A date will also be arranged for the Board’s required AODA training.

b) Review of 2023 Budget

Ms. Lane had provided draft budgets for 2023. After some discussion,

It was moved by Mr. Simpson and seconded by Ms. Lake that the draft budget be approved

“CARRIED”

10. The next meeting is scheduled for February 14, 2023 at 5:00 p.m.
11. Adjournment

It was moved by Mr. Simpson and seconded by Mrs. Hill that the meeting be adjourned at 6:05 p.m.

“CARRIED”

SECRETARY