



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

**Meeting Date: 23/05/2023**

A meeting of the Deseronto Public Library Board was held on 23/05/2023 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
- 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 5:00 pm.

#### **Declaration of conflict of interest:**

No conflicts of interest were declared.

### **2. Approval of the Agenda:**

- a. *Motion required*

*The motion was moved by Mr. Clarke and seconded by Mr. Everhardus.*

**"CARRIED"**

### **3. Approval of Previous Board Minutes: (February, March, April)**

- a. February and March meeting minutes were approved without quorum at the last meeting.
  - *Motion required to ratify previous vote.*

*Motion to ratify was moved by Mr. Everhardus and seconded by Mrs. Hilderley*
- b. April meeting minutes were sent via email prior to this meeting.
  - *Motion required*

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

**"CARRIED"**

### **4. Business Arising from Previous Minutes:**

- a. Ms. Lane discovered the Town of Deseronto does not use Cintas for their mats but have the cleaner manage the mats. For now, Ms. Lane will purchase new mats to replace the damaged mats and will continue to investigate options.



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**Information Items:**

a. CEO Report from previous meeting

- Motion required to Radify vote of approval  
Motion to ratify was moved by Mr. Everhardus and seconded by Mrs. Hill

b. Financial Report from March and April 2023

- i. Ms. Lane reviewed the Financial Reports which are still a work in progress:
  - The library finances doing quite well compared to last year.
  - Utilities are on par.
  - The income from flex space in the back of the library is still being calculated.
  - Item lines in pink are on wrong account but will be corrected.
  - Still learning the new software for finances and currently building data to feed the software which will make the pulling of data for the 2022 audit report complicated but this will make the audit information easier to pull for the 2023 audit.
  - Current account balance is \$34,590.45 which is a comfortable number to be sitting at this time in the year.
  - Ms. Lane is working with bookkeeper on 2021 audit – trying to calculate the actual reserves vs. operating funds.
- ii. Chair Mrs. Rixen requested the motion left until all reports ready and Ms. Lane agreed.

c. CEO Report

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

- Statistics Summary
  - Flex space furniture – currently going through the Town procurement process to get cost calculations.
  - New projector purchased which has great features to accommodate for events it will be used for.
  - Policy committee has no new dates set due to the WSIB program starting.
- Programming Summary
  - Temporary drop in online engagement due to Ms. Lane's focus on hiring the Summer Student and Library Assistant.
  - Ordering - Books still #1, DVDs #2.
  - To build up large print book collection, Ms. Lane is purchasing large print books through outlets which is the most economical option.
  - Collection and circulation
    - 7 new cards



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- LIBBY increasing up 26 % for eBooks or audio books
- Mr. Clark asked with young families moving into Deseronto does Ms. Lane see an increase in younger patrons. She said yes in fact there is probably a new family each week and 2 families who are moving to town came in to find out about the library.
  - Library has run 98 programs with 933 people participating in them.
  - Summer program planning underway.
  - Big ticket for the summer program – the Pentecostal Church summer camp and the Pastor will be promoting the library programs to their congregation.
- New Hours Update
  - Monday patron numbers not impacted by the new hours.
  - There has been a great response to the Friday hours, especially having evening availability.

*The motion was moved by Mr. Clark and seconded by Mrs. Hilderley.  
“CARRIED”*

## 5. Action Items

### a. WSIB Program for Health and Safety Policies & Procedures

- The program has started now and will end Dec 31/23. Starting the process of sending HR and Health & Safety policies to the consultant.
- This will be a great benefit to the policy committee to have these policies meet WSIB standards. The ongoing maintenance will be the responsibility of the library.
- This will put the committee in a great position to have the library policies reviewed and up to date for 2024.
- Once the program is finished there will be 2 years of additional training for staff along with extra money for participating in the program. Ms. Lane feels with the upswing in homelessness, health & safety training would benefit the staff.
  - Mr. Simpson voiced a concern that this meant a commitment for another 4 years of fees, but Ms. Lane assured him this commitment ends Dec 31/23.

### b. Summer Student – Hiring Update

- There were 3 applicants, 2 candidates have been interviewed, final candidate Ms. Lane is confirming their references with the hope of starting the student at the beginning of June.
  - Mr. Clark asked if there were any candidates from Deseronto? Ms. Lane confirmed there was not any one from town amongst the applicants.



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c. Librarian Assistant

o Job Posting Update

- There were 70 applicants, Ms. Lane has narrowed it down to 17 candidates who have been made aware of the pay level and pension. She hoping to get the 17 candidates down to 7 and the interview process starting soon.
  - Mr. Clark asked if there were any candidates from Deseronto? Ms. Lane confirmed there were a few but none of them met the minimum qualifications for the role.

**6. Date for Next Meeting Confirmation**

- a. Tuesday June 20<sup>th</sup>, 2023
- b. 5:00 pm

**7. Adjournment**

*The motion was moved by Mr. Everhardus and seconded by Mrs. Hill at 5:25 pm.  
"CARRIED"*