

A meeting of the Deseronto Public Library Board was held on November 14, 2022 with the following members present:

Mr. S. Everhardus, Chair
Mr. N. Clark
Mrs. M. Wagar

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

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

1. Call to Order

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

2. Approval of Agenda

It was moved by Mrs. Wagar 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 September 12, 2022 meeting had been distributed previously.

It was moved by Mr. Simpson and seconded by
Mrs. Hilderley that the Minutes of the September 12,
2022 meeting be received.

"CARRIED"

5. Business Arising

It was noted that no response had been received from Ms. Walton yet regarding the possibility of completing artwork for the library.

The Board decided to forego membership in the MILL program. The library will continue to offer its collection of musical instruments to patrons independently.

6. Information Items

6.1 Financial Report

Ms. Lane provided an update of the library's current financial position. She advised that accounting software which she can manage herself will make it easier to maintain an accurate record of revenues and expenses.

She noted that \$12,842.55 had been spent on books and she is expecting additional orders to be delivered. Young people's non-fiction is being updated. She also suggested

the purchase of a new book cart.

It was moved by Mrs. Wagar and seconded by Mrs. Hilderley that a new book cart be purchased.

“CARRIED”

The Board continued to review the Statement of Revenues and Expenditures. Ms. Lane answered questions about some entries that were being corrected.

It was moved by Ms. Hudson and seconded by Mr. Clark that the Financial Report be received.

“CARRIED”

6.2

CEO's Report

The CEO informed the Board that there was an additional \$1,000 available from the Federal Development grant, representing the refund of the HST contribution. Only one more quarterly report is required for the renovation project before the final payment will be forwarded. successful and described some of the activities planned for fall.

Ms. Lane also noted that she is preparing an application for funding through the Resilient Communities Fund which could assist in the purchase of new furniture and shelving units.

Ms. Lane advised the Board of the work that staff and volunteers are doing at the library and that she is looking for new Friends of the Library. All were encouraged by the development of closer co-ordination with the school.

6.3 CIBC Account

The bank has been informed that the library's banking is changing. A meeting is scheduled for Thursday, November 17, 2022.

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

“CARRIED”

7. Action Items

7.1 Budget Planning

A draft Budget for 2023 had been distributed. Ms. Lane explained various lines and proposals for expenditures. She recommended an expenditure of \$6,000 to replace outdated IT equipment.

It was noted that increases are likely for utilities and insurance and a capital expenditure

for the replacement of the furnace was also proposed.

/3

The Board made various suggestions for adjustments in the Budget.

It was moved by Mr. Clark and seconded by Mrs. Wagar that the draft Budget be regarded as a guideline for 2023 to be adjusted when more information becomes available.

“CARRIED”

7.2 Covid Procedures

Ms. Lane explained the cleaning and upkeep procedures that are currently followed and a contingency plan which includes a call tree, masking for staff members if they have symptoms and posting of potential closures at the library.

8. New Business

8.1 Christmas Holidays

It was agreed that the library would be closed over the holidays.

It was moved by Mr. Simpson and seconded by Mrs. Wagar that the library close on December 22, 2022 and open on January 3, 2023.

“CARRIED”

A press release will be prepared to inform the public of the holiday closure.

9. Date of Next Meeting

The next meeting is scheduled for January 16, 2022 at 5:00 p.m.

10. Adjournment

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

“CARRIED”

SECRETARY