



358 Main Street, P.O. 302  
Deseronto, ON K0K 1X0  
Phone: 613-396-2744  
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## **Deseronto Public Library Board Minutes**

**Meeting Date: 04/15/2025**

A meeting of the Deseronto Public Library Board was held on 04/15/2025 with the following members present:

- 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: Ms. M. Credicott

Regrets: Mrs. J. Rixen, Mr. D. Simpson

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

Meeting called to order by Vice Chair at 5:06 pm.

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

No conflicts of interest were declared.

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

- a. *The motion to defer Section 4 & Section 5 until the next board meeting was moved by Mr. Everhardus*
  - 1. *Seconded by Ms. Lake*
  - 2. *"Carried" by All*

### **3. Approval of Previous Board Minutes: (March 2025)**

- a. *The motion to approve the previous board meeting minutes was moved by Mr. Everhardus*
  - 1. *Seconded by Ms. Lake*
  - 2. *"Carried" by All*

### **4. Action Items**

#### **a. OTF Tender**

- i. The Board need to make a decision on which company to award the tender to.
  - 1. Ms. Lane explained the tender closed 4:00pm today, however one of the companies requested an extension until 12:00 pm tomorrow due to the volume of questions to ensure their tender captures all costs. Ms. Lane agreed to the extension. This requires an emergency board meeting to be held on Thursday April 17<sup>th</sup> at 5:15 pm to review both tenders.
- b. *The motion to schedule an emergency board meeting was moved by Mr. Everhardus*
  - 1. *Seconded by Mr. Clark*



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2. *"Carried" by All*

**5. Library Budget**

- a. Ms. Lane is concerned the impact to the library budget after the town budget meeting held on April 10<sup>th</sup> requesting reduction to the budget.
- b. Ms. Lane met with the town manager to discuss concessions that were requested at town budget meeting, but he explained he could not comment on the concessions as the library is a separate entity and it is not one of the town departments.
- c. Ms. Lane has good news after reviewing the budget again she was able to cut down the bookkeeper charges by \$3,200 which is approximately 1.5% reduction in the budget.
- d. An additional concern was brought up in regards to the 25% tariff on paper products and books produced in the United States. The current budget does not account for that cost and should there be additional cuts to the book budget if/when this tariff is introduced, it will have a directly negative effect on the availability of materials through the whole collection
- e. Ms. Lane is concerned if the town requests her to cut back the part-time on-call clerk hours (250 annually) this will have an impact library services available to patrons. Currently, when PA Day events are held at the library, she must focus on the event and basic library services are not available during the events which does impact library patrons.
- f. Mr. Everhardus moved that the library board present the revised budget to the town council with the \$3200 reduction. Mr. Clark Seconded.
  - i. Motion was carried.



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**6. Date for Next Regular Meeting**

- a. Next Meeting Confirmation for May 20<sup>th</sup>, 2025, at 5:00 pm
  - i. *The motion to move the next board meeting to May 22<sup>nd</sup> was moved by Mr. Everhardus*
    - 1. *Seconded by Mr. Clark*
    - 2. *"Carried" by All*

**7. Closed Session**

- i. *The motion to move into a closed session to approve the minutes from the closed session at the last board meeting was moved by Mr. Everhardus*
  - 1. *Seconded by Ms. Lake*
  - 2. *"Carried" by All*
- ii. The minutes were approved. Ms. Lane confirmed she will be adding a new section in the CEO report to capture incident reporting.
- iii. *The motion to move out of the closed session was moved by Mr. Everhardus*
  - 1. *Seconded by Ms. Lake*
  - 2. *"Carried" by All*

**8. Adjournment**

- a. *The meeting was adjourned at 5:29 pm by Mr. Everhardus*
  - 3. *Seconded by Ms. Lake*
  - 4. *"Carried" by All*