



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

**Meeting Date: 01/21/2025**

A meeting of the Deseronto Public Library Board was held on 01/21/2025 with the following members present:

- Chair: Mrs. J. Rixen
- Secretary: Ms. S. Lake
- Treasurer: CEO/Librarian: Ms. J. Lane
- Board Member: Mr. D. Simpson
- Board Member: Mr. S. Everhardus
- Board Member: Ms. Credicott

Regrets: Mrs. M. Hilderley & Mr. N. Clark

### **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. *The motion to approve the agenda was moved by Mr. Everhardus*
  - i. *Seconded by Ms. Lake*
  - ii. *"Carried" by All*

### **3. Approval of Previous Board Minutes: (December 2024)**

- a. *The motion to approve the previous board meeting minutes was moved by Mr. Everhardus with the amendment by Mrs. Rixen*
  - i. *Seconded by Mr. Simpson*
  - ii. *"Carried" by All*

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

- a. OLS Strategic Planning/Schedule of Meetings/Timeline
  - i. Ms. Lane asked for volunteers for a Strategic Planning Committee to work with library staff. Committee volunteers – Mrs. Rixen, Ms. Credicott and Ms. Lake.
  - ii. The plan is to have the meetings occur after the board meeting each month. It was discussed to combine the Mission Statement and Vision Statement & Values meeting planned in the summer months. The committee will decide later.

### **5. Information Items:**

- a. Update from Three Hills Engineering for OTF project engineering



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- i. New floor plan drawing options were provided for a universal washroom and a public washroom.
  - ii. Their review for the A/C unit requirements for the roof noted the following: localized truss reinforcement will be required where the A/C units will be placed and the crack at the rear corner will need to be repaired.
- b. Financial Update – November & December 2024 – deferral due to new bookkeeper starting January 9<sup>th</sup>, 2025.
  - 1. *Motion to defer the financial report was moved by Mr. Everhardus*
    - i. *Seconded by Mr. Simpson*
    - ii. *“Carried” by All*
- c. **CEO report**
  - i. Statistics Summary (up until December 31<sup>st</sup>, 2024)
    - 1. **Current Projects**
      - Kitchen Renovation**
        - i. Unfortunately, the modified tap for the sink did not meet code and a new tap will need to be purchased and installed.
      - OTF – Bathroom Renovation** – refer to *Information Items - 5 a.*
    - 2. **Community Partnerships**
      - i. Family Space Quinte planning a pop-up in February.
      - ii. Good Food Box/Baby Box still running smoothly.
      - iii. Angel Tree – all angels were claimed, and all gifts were picked up by the appreciative recipients.
      - iv. Seed Library focusing on upcoming programs.
      - v. Friends of the Library raffle raised \$980.
      - vi. A few ideas to help promote community interaction, an example would be to use the food box to cook meals in the new kitchen.
    - 3. **Statistics Update**
      - i. Book Orders – slowly coming in. The location of Young Adult Fiction and DVD collections have been moved in the library to create growth.
      - ii. Totals for new and renewed cards as of January 1, 2025, was 914.
      - iii. Book circulation was at 311 for December. Due to the closure during the holidays, circulation was down but there was a spike in both DVD and borrowing of eBooks through LIBBY.
      - iv. Foot traffic totals for 2024 increased 30% from 2023. Total foot traffic for 2023 was 8121. Total foot traffic for 2024 was 10,540 surpassing Ms. Lane’s goal of 10,000. All days of the week increased across the board.



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#### **4. Programming update**

- i. As mentioned above, the Holiday Basked Raffle fundraiser was a great success.
- ii. March Break schedule will be posted by last week in January.
- iii. Currently determining potential future programs for Family Space Quinte playgroup.

#### **5. Staff Education**

- i. Ms. Lane and Savannah are registered to attend the OLA at the end of January for the full conference. Minimal cost for the library with maximum experience for the library staff.

#### **6. Grants & Other Updates**

- i. Ms. Lane applied for Canada Summer Jobs – she hopes to hear soon.
- ii. Ms. Lane applied for Young Canada Works – she will hear in a couple of months.
- iii. Ms. Lane will apply for the following: STARK Family Fund - \$5,000 & under, Canada Post Community Grant, Enabling Accessibility Fund.
- iv. Board members were asked to forward any other funding opportunities to her to add to the funding sources database.

#### **7. Conclusions & Recommendations**

- i. Building a strong strategic plan is the priority for 2025. The review of annual polices will continue in 2025.

#### **8. Approval of the CEO Report**

- i. The motion to receive the CEO's report was moved by Ms. Lake
  - 1. *Seconded* by Mr. Simpson
  - 2. *"Carried"* by All

### **6. Action Items**

#### **a. Policy Review**

- i. MOU updated
  - 1. Ms. Lane updated MOU as per the Board direction.
- ii. HR04 – Vacation and Leave Policy
  - 1. Ms. Lane would like to close the library on National Day for Truth and Reconciliation and Remembrance Day and use the time for staff training and development. She would like to remove these days from this policy and add it to another policy.
  - 2. *Motion to amend the HR04 policy was moved by Mr. Everhardus*
    - i. *Seconded* by Ms. Credicott
    - ii. *"Carried"* by All
- iii. HR01 – Human Resources Management
  - 1. Ms. Lane updated formatting and updating hyperlinks in document since the last review of the policy.



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2. Motion to adopt the policies was moved by Ms. Credicott
  - i. *Seconded* by Mr. Everhardus
  - ii. *"Carried"* by All

**b. SWOT Analysis Report**

- i. Review Board Feedback
  1. Ms. Lane reviewed and there are three strong themes that should be the board's focus for 2025. These are Strategic Planning, Community Engagement and Relationships and Sustainability & Funding.
  2. Potential ideas include using the town mailbox to distribute newsletters with a programming schedule and community partnership information. Ms. Credicott suggested to ask the local schools to distribute newsletters as well.
  3. Ms. Lane contacted Hastings County CAO again to revive discussions regarding having support staff onsite once a month to support community members.
    - i. The motion to receive the SWOT Report was moved by Ms. Credicott
      1. *Seconded* by Mr. Everhardus
      2. *"Carried"* by All

- c. **Other** - Mr. Simpson wanted to highlight the Walking Group who raised \$1700 for the Foodbank in 2024 which helped support the growing need in the community.

**7. Date for Next Regular Meeting**

- a. Next Meeting Confirmation for February 18<sup>th</sup>, 2025, at 5:00 pm

**8. Closed Session**

- a. No items to discuss

**9. Adjournment**

- a. *The meeting was adjourned at 6:00 pm* by Mrs. Rixen
  1. *Seconded* by Mr. Everhardus
  2. *"Carried"* by All