

A meeting of the Deseronto Public Library Board was held on October 24, 2022 with the following members present:

Ms. J. Rixen, Chair
Mr. N. Clark
Mr. D. Simpson

Mr. S. Everhardus,
Mrs. J. Hill

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 Mr. Clark and seconded by
Mr. Everhardus 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 26, 2023 meeting had been distributed previously.

It was moved by Mr. Simpson and seconded by
Mrs. Hill that the Minutes of the September 26,
2023 meeting be received.

"CARRIED"

5. Business Arising

a) Employee Benefit Packages

The CEO reported on her investigations of benefits packages for the library staff. She hopes to meet with the Town CAO and discuss the benefits provided to other Town employees.

b) Draft Budget

The CEO recommended scheduling a special meeting to discuss the draft budget. .

6. Information Items

a) Financial Report

Ms. Lane provided an update of the library's current financial position as she

continues efforts to reorganize the lines and categories of expenditures to more accurately reflect their purposes.

She recommended moving the donations from the operating line for greater clarity in identifying sources of revenue.

It was moved by Mr. Everhardus and seconded by Mrs. Hill that donations be moved from operating to a separate donations line.

“CARRIED”

b) CEO's Report

Ms. Lane provided an update on the WSIB Emergency Procedures program and staff's progress in updating the library emergency procedures and documents.

The LEAF-FLEX project is almost completed and staff is just waiting for the flip top desks to arrive. In addition, staff procedures for building maintenance are being prepared.

Ms. Lane continues to discuss with community organizations ways in which the library can assist in bringing services to the community.

Contact through Facebook and Instagram continues to increase. The CEO also described progress with collection development and summarized circulation statistics. It was noted that library visits had increased substantially over 2022.

Programming has been varied and very successful. New programs have been launched for babies/toddlers and for youth.

Some staff were able to participate in the OLS Virtual Conference. Ms. Lane encouraged Board members to take advantage and, in particular, listen to Dr. Kate Graham's Keynote Address.

Unfortunately, the Trillium Grant application was not successful but new grant possibilities are being pursued that could assist with the bathroom updates and a kitchen renovation.

7. Action Items

a) Budget Meeting

As noted, a special meeting to discuss next year's budget had been proposed.

It was moved by Mr. Everhardus and seconded by Mr. Clark that the Board meet on November 2, at 5:00 p.m. to discuss the proposed budget.

“CARRIED”

b) Christmas Closure

Ms. Lane suggested that based on the dates of statutory holidays

and the library's regular schedule, that it close from Saturday, December 23, 2023 to January 1, 2024 with regular staff wages covered for December 27, 28 and three hours on December 29, 2023.

"CARRIED"

8. Date of Next Meeting

The next regular meeting is scheduled for November 21, 2023 at 5:00 p.m.

9. Adjournment

It was moved by Mr. Simpson and seconded by Mrs. Hill that the meeting be adjourned at 5:35 p.m.

"CARRIED"

ACTING SECRETARY