



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

Meeting Date: 03/25/2025

A meeting of the Deseronto Public Library Board was held on 03/25/2025 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. D. Simpson
- Board Member: Mr. S. Everhardus
- Board Member: Ms. M. Credicott

Regrets: 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 Mrs. Hilderley*
  1. *Seconded by Mr. Simpson*
  2. *“Carried” by All*

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

- a. *The motion to approve the previous board meeting minutes was moved by Mr. Simpson*
  1. *Seconded by Mr. Everhardus*
  2. *“Carried” by All*

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

- a. **OLS Strategic Plan**
  - i. Contract – Ms. Lane met with Allison Pilon who is contracted to support the library in the creation of the strategic plan, they discussed the approach to the plan, and she was very happy with the conversation. The first meeting with the committee will happen tonight after the board meeting.
  - ii. Community Outreach Survey – To help engage the community, a survey was created to collect data on library services. The survey was posted on library website with great results so far. Additionally, the survey was printed in the Napanee Beaver and is posted on the town’s website and will be open until May 23<sup>rd</sup>, 2025.



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## 5. Information Items:

### a. OFT Update

- i. Three Hills have received the building permit.
- ii. The mandatory walk-through was completed by 2 contractors. One contractor completed a successful project at the Picton Library and the other contractor was instrumental in helping the library to secure the grant.
- iii. The contractor must be selected at the next board meeting.

### b. Financial Update – February 2025

1. The library has sent over the budget to town for approval, and it will be reviewed at the next Town Hall meeting on April 3<sup>rd</sup>, 2025.
2. With the delay of the budget approval the library needs to get the first installment from the 2025 budget as soon as possible to keep balanced.
  - i. *The motion to accept the financial report was moved by Mrs. Rixen*
    1. *Seconded by Mr. Simpson*
    2. *Carried* by All

### c. CEO report

- i. Statistics Summary (up until March 1<sup>st</sup>, 2025)

#### 1. Current Projects

- i. **Strategic Plan & Community Survey** – see Section 4.
- ii. **OTF – Bathroom Renovation** – the RFQ has been released.

#### 2. Community Partnerships

- i. Family Space Quinte pop-up in February went well, 25 families attended the dinosaur themed event.
- ii. Good Food Box/Baby Box order list doubled in February.
- iii. Seed Library focusing on upcoming programs.
- iv. Without Rule of Law fundraiser was sold out and raised \$250 for each organization.

#### 3. Statistics Update

- i. Book Orders – coming in and quickly being processed to get them on the shelves.
- ii. Circulation increased specifically with Juvenile Fiction which the library has been updating to increase interest.
- iii. The library DVDs are being cleaned in order to maintain quality of the DVD collection.
- iv. Totals for new and renewed cards as of February 1, 2025, was 18.



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- v. Book circulation was 463 for February. Fiction #1. Libby #2 & ILLO was higher than DVDs.

- vi. Foot traffic totals to date 2,205.

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

- i. March Break will be part of the next regular board meeting discussion.
- ii. Family Day event was not very successful this year. Ms. Lane proposed not participate next year due to poor turn out. It was suggested by Mr. Everhardus to have the event on the weekend not the actual Monday holiday. Ms. Credicott suggested to have a weekend passport type event and lean on community partners to participate as well.
- iii. Cooking based program have been very popular especially the sour dough workshop.

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

- i. Ms. Lane and Savannah have onboarded two new on-call library clerks.
- ii. Ms. Lane is looking into having a First Aid training program hosted at the library to train staff and open it up to the public. The challenge is to find a trainer.

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

- i. The Canada Post grant was submitted. Funding options through Ontario Tourism are being explored, however Mr. Everhardus mentioned the Bay of Quinte Tourism will not be including Deseronto due to the small population.

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

- i. Ms. Lane would like to create an onboarding process for new staff members.
- ii. Staff recommended the approval of HR01.

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

- i. The motion to receive the CEO's report was moved by Ms. Credicott
  - 1. *Seconded* by Mrs. Hilderley
  - 2. *"Carried"* by All

### **6. Action Items**

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

- i. HR-01 Human Resource Management
  - 1. Ms. Lane updated formatting and updating hyperlinks in document since the last review of the policy. Ms. Lake recommended re-wording Section 1, 2a to make it clear and concise. Ms. Lane asked if Ms. Lake could review it and provide feedback to the whole document.



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## 7. Date for Next Regular Meeting

- a. Next Meeting Confirmation for April 15<sup>th</sup>, 2025, at 5:00 pm
  - i. *The motion to confirm the next board meeting was moved by Mr. Everhardus*
    1. *Seconded by Mrs. Hilderley*
    2. *"Carried" by All*

## 8. Closed Session

- i. *The motion to move into a closed session to discuss a matter pertaining to an identifiable individual was moved by Mr. Everhardus*
  1. *Seconded by Mrs. Hilderley*
  2. *"Carried" by All*
- ii. *The motion to move out of the closed session was moved by Mr. Everhardus*
  1. *Seconded by Mr. Simpson*
  2. *"Carried" by All*

## 9. Adjournment

- a. *The meeting was adjourned at 6:00 pm by Mr. Everhardus*
  3. *Seconded by Mr. Simpson*
  4. *"Carried" by All*