



358 Main Street, P.O. 302  
Deseronto, ON K0K 1X0  
Phone: 613-396-2744  
Fax: 613-396-3466

## **Deseronto Public Library Board Minutes**

**Meeting Date: 9/10/2024**

A meeting of the Deseronto Public Library Board was held on 9/10/2024 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. N. Clark
- Board Member: Mr. S. Everhardus

Regrets: Mrs. J Hill

### **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*

1. *Seconded by Mrs. Hilderley*
2. *"Carried" by All*

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

a. *The motion to defer the review previous board meeting minutes to the next board meeting was moved by Mr. Simpson*

1. *Seconded by Mrs. Hilderley*
2. *"Carried" by All*

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

a. Board Advocacy Subcommittee

- i. Mrs. Rixen asked the board if anyone would like to volunteer for the subcommittee – anyone interested in volunteering can reach out to her.

b. MOU Draft – defer to next meeting – see email exchange with town hall staff. Ms. Lane is still waiting for a response with regards to the street light connection.

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

a. Financial Report June 2024



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**1. Midyear budget update**

- i. Ms. Lane provided a midyear update – the Library is on target with the budget.
- i. Motion to move the donation amount of \$\_\_\_\_\_ to the Donation Account for future programming needs was deferred to the next meeting.

**b. CEO report**

**1. Statistics Summary**

**i. Current Projects**

1. Kitchen Renovation – the kitchen is almost complete, waiting on kitchen sink and dishwasher to be installed.
2. MOU – deferred to next meeting.
3. OTF – Bathroom Renovation – starting with the tendering process on Monday September 16<sup>th</sup>. The engineering plan will be used to guide the vendor with project.

**ii. Community Partnerships**

1. The Community Development Council of Quinte Good Food box in partnership with CCSH (community care south hastings) pick-up has occurred twice since the Library took over as the pick-up location. The second one was twice as big as the first one which provides additional foot traffic for the library.
2. The Town staff and the Library are communicating on joint programming initiatives. Many fantastic donations were made to help build the prize packs which encouraged readers to purchase tickets. This encouraged readers to purchase tickets and there were 30 readers at the wrap-up party.
3. The lantern making workshop which was the marquee event for the summer was full.

**iii. Statistics Update**

1. Book Orders continue to come in.
2. Totals for new and renewed cards as of Sep 1, 2024, was 183.
3. Fiction still number one for circulation unfortunately LIBBY stats not included in this report.
4. Book circulation if at 606.
5. Foot traffic totals as of Sep 1, 2024, continues to increase from 2023. Total foot traffic for 2023 was 8121. To date the foot traffic for 2024 7163 with 4 months to go.

**iv. Program update & Grants**

1. Summer programs were a great success.
2. The biggest September program is the Friends of Library fundraiser with Andy Forgie and Steve Tanner. At this point this event is at the



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break even point with the presales of tickets. Ms. Lane will be speaking about the event on my FM September 11<sup>th</sup> to create more buzz for the event.

3. There is a potential program with a theatre group show with Shatterbox in February 2025.
4. The library is missing Richard, but Savannah Snook who filled the 18-month contract has made the transition very smooth.
5. The new library sign will be installed before the winter months.

**v. Conclusions & Recommendations**

1. Richard's exit interview uncovered a gap in the placement on the Town's Pay Grid. Ms. Lane is recommending re-evaluating the library staff with regards to pay equity maintenance as on call staff in Madoc earn \$28.00 per hour. She feels we need a strategic approach and is talking with other boards/CEO's in Hastings County.

**vi. Approval of the CEO Report**

1. *The motion to receive the CEO's report was moved by Mrs. Hilderley*
  1. *Seconded by Mr. Simpson*
  2. *"Carried" by All*

**c. Main Street Lights**

- i. An email was sent to municipal town staff. The original email and response were included in the board package. Ms. Lane requested this be deferred to the next meeting. Mr. Simpson suggested to replace the existing lighting with solar lights like recently put in the Mill Point Park. Mr. Everhardus will provide details on this option.



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## Action Items

### a) Policy Review

- ii. MOU Draft 2 – deferred to next meeting
- iii. HR04 HR Vacation Public Holidays and Leave Policy – Mr. Everhardus requested to defer the review until next meeting due to the Town reviewing their policy tomorrow which may impact the library policy.
- iv. OP17 Operational – Expectations of Behaviour. Mr. Everhardus requested the bullet referring to alcohol and illegal drugs be split in to separate bullets and adding to the alcohol bullet apart from licensed events held at the library.

### b) *The motion to approve the policy with these edits was moved by Mr. Everhardus*

- i. *Seconded by Mr. Simpson*
- ii. *“Carried” by All*

### c) Library Board Collective Workshops

- i. **October 24<sup>th</sup> 6:00 pm** – OLS Virtual Conference – Public Library Board Members.
  - 1. We will attend as a group and project the sessions on our projection wall. Ms. Lane suggested a potluck dinner as the session will be 2-2.5 hours. All agreed this was a great idea.
- ii. **Advocacy/Regrouping Meeting**
  - 1. The date of September 23<sup>rd</sup> (5:00pm-7:00 pm) was selected by the Doodle Poll responses submitted. This meeting will be outside the regular board meetings.

## 6. Date for Next Regular Meeting

- a. Next Meeting Confirmation for October 8th, 2024, at 5:00 pm
  - i. *The motion to receive the CEO's report was moved by Mr. Everhardus*
    - 1. *Seconded by Mr. Simpson*
    - 2. *“Carried” by All*

## 7. Adjournment

- a. *The meeting was adjourned at 6:15 pm by Mr. Simpson*
  - 1. *Seconded by Mrs. Hilderley*
  - 2. *“Carried” by All*