

A meeting of the Deseronto Public Library Board was held on June 27, 2023 with the following members present:

Ms. J. Rixen, Chair
Mr. N. Clark
Mrs. J. Hill

Mrs. M. Hilderley, Vice-Chair
Mr. S. Everhardus
Mr. D. Simpson

1. Call to Order

The Chair opened the meeting at 5:00 p.m.

2. Approval of Agenda

It was moved by Mrs. Hilderley and seconded
by Mr. Clark 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 May 23, 2023 meeting had been distributed previously.

It was moved by Mr. Everhardus and seconded by
Mrs. Hilderley that the Minutes of the May 23, 2023
meeting be received.

"CARRIED"

5. Business Arising

a) WSIB Program Update

The WSIB program update was deferred as it is discussed further in the CEO's report.

b) Summer Student

Jenna Patterson has been hired as the Summer Student and has started work at the library.

c) Library Assistant

There was great interest in the Library Assistant job. Three candidates will be interviewed and a decision is anticipated by Friday.

6. Information Items

a) Financial Report

Ms. Lane explained that \$292.20 had been moved to the Donations account and the balance of the LEAF grant had been transferred from the Reserve to the Operating line.

It was moved by Mr. Everhardus and seconded by Mr. Clark that the transfer of \$292.20 to the Donations Account and the balance of the LEAF grant from Reserves to the Operating Account be approved.

“CARRIED”

Ms. Lane reported that the quotes are being requested for library furniture. The Fire Chief also inspected the library and has amended the capacity as a result of the renovations that have been completed.

b) CEO's Report

i) Statistics

Ms. Lane noted that social media usage is increasing, in particular, Instagram has increased 32%. She also advised that interlibrary loan activity has increased to three per week.

Response to the new hours on Friday has been favourable but activity is expected to increase once movie nights begin to be publicized.

ii) Programming

Staff met with the CAO and senior staff from Hastings County to discuss re-staffing the County's service desk at the library. Discussions were positive.

The library is also having discussions with Family Space Quinte and partnering more with EarlyON to bring services for families with young children.

Two special guests were welcomed during Creative Corner programs—one made marionettes and the other was a Mohawk Elder who taught a Talking Feather workshop in celebration of National Indigenous Peoples Day.

iii) Staff will take advantage of increased access to health and safety training opportunities provided by the WSIB program and 4S Consulting with the goal of meeting provincial standards.

iv) Library Assistant

An exceptionally good response of well-qualified candidates was received

for the Library Assistant position. A decision will be made shortly.

v) Potential Benefits Plan

The Board is in favour of investigating potential staff benefits programs. After some discussion, it was agreed that the Chamber of Commerce program would be provided to Board members for review and discussion at the September meeting.

It was moved by Mrs. Hill and seconded by Mrs. Hilderley that Items i) through v) be received.

“CARRIED”

Ms. Lane informed the Board of Canada Post’s Community Foundation Grant for which an application could be made to assist with additional improvements at the library.

It was noted by Mr. Simpson that the morning exercise group had been bringing a food item to each exercise session for donation to the Food Bank. The members have changed their practice and now make a financial donation, instead, to allow the Food Bank volunteers to buy whatever is necessary. The Board was pleased to hear that the group had recently made a very generous donation of \$1,230.

7. Action Items

a) WSIB Program

Ms. Lane explained that in order to receive a rebate from the WSIB Emergency Services Update Program, two policies are required to be adopted:

Health & Safety
Workplace Violence.

After some discussion,

It was moved by Mr. Everhardus and seconded by Mr. Clark that the Health & Safety Policy be adopted.

“CARRIED”

It was also moved by Mr. Everhardus and seconded by Mrs. Hilderley that the Workplace Violence policy be adopted to become effective on June 8, 2023.

“CARRIED”

8. Date of Next Meeting

The next meeting is scheduled for September 26, 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 5:30 p.m.

“CARRIED”

(Acting) Secretary