

A meeting of the Deseronto Public Library Board was held on June 30, 2021 with the following members present:

Mr. S. Everhardus, Chair
Mrs. M. Hilderley
Mrs. P. Landry
Mrs. M. Wagar

Ms. J. Rixen, Vice-Chair
Mrs. J. Hill
Mr. D. Simpson

Also in attendance was Ms. T. Mendez, CEO/Chief Librarian.

1. Call to Order

The Chairman opened the meeting at 5:29 p.m.

2. Approval of Agenda

It was moved by Mrs. Hilderley and seconded by Mrs. Hill 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 February and May meetings had been distributed previously.

It was moved by Mrs. Hill and seconded by Mrs. Hilderley that the Minutes of the February and May, 2021 meetings be approved.

"CARRIED"

5. Business Arising

There was no business to discuss.

6. Information Items

6.1 CEO's Report

Ms. Mendez' report had been distributed previously. She informed the Board that Emily Pickstock had been hired to manage the summer reading program and Robert Hathaway will be assisting at the library on weekends.

She reported on a Tri-County CEO's meeting and explained about "Bookcrossing", which the library has joined. It is a social networking program that would allow the library to reach an audience that currently doesn't use its services.

As Brian Heenan will be retiring at the end of September, Ms. Mendez will investigate

available IT services and possible partnerships.

She also noted that library hours are being extended and that regular services would be offered shortly.

It was moved by Mrs. Hilderley and seconded by Mrs. Hill that the CEO's report be received.

"CARRIED"

6.2. Financial Report

Ms. Mendez stated that various maintenance tasks had been completed. Mr. Simpson asked about the HVAC unit and the Board discussed the merits of having it cleaned or investing in new equipment.

It was moved by Ms. Rixen and seconded by Mrs. Landry that the Financial Report be received.

"CARRIED"

6.3 Monthly Statistics

Mrs. Mendez had provided statistics on the use of library resources. She noted that the webpage is receiving frequent visits.

6.4 Council Report

Mr. Everhardus informed the Board that current Town Hall staff is filling the Clerk and Treasurer vacancies while recruitment for these positions is underway. He noted that Council is pleased with the operation of the library.

7. Action Items

7.1 Service Level Policy

The proposed service level policy addresses programming, use of computers, the composition of the library's collection and safety protocols.

It was moved by Mrs. Hilderley and seconded by Mrs. Hill that the proposed service level policy be adopted.

"CARRIED"

7.2 Re-opening Guidelines

The proposal for re-opening had been distributed previously. Ms. Mendez advised that full service is planned to begin on July 31, 2021 and programming will return to the library. The computer lab will be at half-capacity to maintain distancing and a time limit may be placed on computer use.

The document covers hours, occupancy limits, safety and health protocols and procedures within the library, including ILS procedures.

It was moved by Mrs. Hill and seconded by Mrs. Landry that the re-opening plan be adopted.

“CARRIED”

7.3. Library Fundraising

Ms. Mendez stated that fundraising has been deferred for the present. The Board members discussed possibilities for future fundraising and agreed that efforts should begin after Thanksgiving.

It was moved by Mrs. Hilderley and seconded by Mrs. Landry that fundraising be delayed for the present.

“CARRIED”

7.4 Library Fines

The Board decided that fines would continue to be suspended for the present. It was also agreed that the loan period for high demand items should be limited, the specific materials and limits to be at the CEO’s discretion.

7.5 Library IT

Ms. Mendez advised the Board that the server program cannot be updated and recommended that replacement should begin within the next year. Both the public access and staff computers are slow.

Hastings County is assuming IT support for the lower tier municipalities. Any aggregated purchasing opportunities that arise as a result would provide pricing advantages.

It was moved by Mr. Simpson and seconded by Ms. Rixen that the Hastings County service be investigated.

“CARRIED”

7.6 Memorandum of Understanding

The members were provided with a draft Memorandum of Understanding between the Town and the library which is intended to guide the relationship between Town and library staff and provide continuity. The document will be reviewed further at the September meeting.

7.7 Book-keeping Services

Ms. Mendez had obtained several quotes to provide book-keeping services to the library. She recommended Cindy Krysa. After some discussion,

it was moved by Mr. Simpson and seconded by Mrs. Hilderley that the book-keeping position be offered to Cindy Krysa.

“CARRIED”

8. Policy Review

In accordance with the Canadian Library Association Statement on Diversity, the Board members agreed on the importance of promoting inclusivity and diversity in its policies, staff service, the collection and programming.

It was therefore moved by Mr. Simpson and seconded by Mrs. Hilderley that the proposed Inclusion and Diversity Policy be adopted.

“CARRIED”

9. Planning

9.1 Future Planning

The Board discussed the need to prepare a business plan to guide the library's activity for the next two years. The Chairman noted that the library would be involved as a partner with the municipality in the preparation of its proposed strategic plan in which sustainable funding and sustainable building would be important issues for the library.

It was moved by Mr. Simpson and seconded by Mrs. Hill that a business plan be prepared for presentation and discussion at the September meeting.

“CARRIED”

10. Other Business

There was nothing further to discuss.

11. Date of Next Meeting

The next meeting is scheduled for September 29, 2021 at 5:00 p.m.

9. Adjournment

It was moved by Mrs. Hill and seconded by Mrs. Hilderley that the meeting be adjourned at 6:43 p.m.

“CARRIED”



SECRETARY