



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

Meeting Date: 11/05/2024

A meeting of the Deseronto Public Library Board was held on 11/05/2024 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. S. Everhardus
- Board Member: 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:

Ms. Lane declared she is an acquaintance of the wife whose husband works for one of the companies who submitted a RFP for the bathroom renovation.

2. Approval of the Agenda:

- a. *The motion to approve the agenda was moved by Mr. Simpson*
 - i. *Seconded by Mrs. Hilderley*
 - ii. *"Carried" by All*

3. Approval of Previous Board Minutes: (October 2024)

- a. *The motion to approve the previous board meeting minutes was moved by Mr. Simpson*
 - i. *Seconded by Mr. Clark*
 - ii. *"Carried" by All*

4. Business Arising from Previous Minutes:

- a. Reminder Board Regrouping Meeting Date November 14th 5:00 pm

5. Information Items:

a. Financial Report September 2024

- i. Ms. Lane did not receive the reports from the bookkeeper, but reviewed the raw data and all items look to be up to date.
 - 1. The HST rebate for end of 2023 and some of 2024 has been received which totalled just under \$15,000 and the Bank Interest amount has been provided.



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2. The motion to move half the GST amount and the Bank Interest to the Reserve Account was moved by Mr. Everhardus
 - i. Seconded by Mrs. Hilderley
 - ii. "Carried" by All

b. CEO report

i. Statistics Summary

1. Current Projects

Kitchen Renovation

- i. Tap was modified by Ms. Lane's husband to work with the wall mount fitting. Tap will be installed tomorrow.
- ii. Health Unit Certification – nothing can be done until the sink is fully installed.

MOU – has been updated as discussed at the previous meeting.

OTF – Bathroom Renovation – 3 out of 5 RFPs have been submitted on the engineering portion. The board will review the 3 tenders later in the meeting.

2. Community Partnerships

- i. Family Space Quinte planning a pop-up in November.
- ii. Good Food Box/Baby Box running smoothly.
- iii. Angel Tree has 17 outstanding angels that need community support still.
- iv. Seed Library is growing with a seed harvest for planting in the spring.
- v. Kingston Frontenac Public Library is renovating and has generously donated several shelving units and furniture items such as kids and youth tables and chairs, 5 lounge chairs. This was accomplished by Ms. Lane, due to her great relationship she has with the CEO of that library. It will only cost the time and gas money for Nat the contractor to pick up.

3. Statistics Update

- i. Book Orders – Easy Readers, Juvenile Fiction and Young Adult Fiction have 15 new titles for each category.
- ii. Totals for new and renewed cards as of Oct 1, 2024, was 387.
- iii. Fiction still number one for circulation and LIBBY is number two.
- iv. Book circulation if at 509.
- v. Foot traffic totals as of Oct 31, 2024, continues to increase from 2023. Total foot traffic for 2023 was 8121. To date the foot traffic for 2024 so far is 9091 with 2 months to go. Ms. Lane is hoping to hit 10,000 by end of year which would be a 20% increase from 2023.



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4. Programming Update

- i. Working with Friends of the Library on their raffle baskets which will launch Dec 1st.
- ii. There is a planned paint night for the fundraiser in November.

5. Program update & Grants

- i. Installation of the library sign should be done by mid-November. Once the new sign is installed, Ms. Lane plans to use the sign window to highlight the OTF funding and 'Serving' out of the kitchen to the community.
- ii. Internet & Phone Accounts are now fully migrated to Cogeco with a savings of \$80.00 month. And CNP has been cancelled as the library has fulfilled its obligation.
- iii. Currently completing the final topic with WSIB and the library will receive the additional rebate next quarter.

6. Conclusions & Recommendations

- i. Review of annual polices will be part of the staff training on November 18th.

7. Approval of the CEO Report

- i. The motion to receive the CEO's report was moved by Mr. Everhardus

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

6. Action Items

a. Policy Review

- i. OP 02 Safety, Security, and Emergencies in the Library.
 - 1. The motion to adopt policies OP 02 was moved by Mr. Everhardus
 - i. *Seconded* by Mrs. Hilderley
 - ii. *"Carried"* by All

b. Budget Draft 2025

- i. Ms. Lane reviewed the draft budget, highlighting the actual difference from last years request to this year's budget is 12.97% but staff benefits is 6.88% of this increase and has already been approved by town council. The actual increase for 2025 is 6.09%. Mr. Everhardus suggested to do multi-year projected budget for 2026 to show how the library will need less as it will be in "maintenance mode".
- ii. Mrs. Rixen asked for the board to review the draft and think about it and to provide any feedback to Ms. Lane.

c. RFP Tender Review – Bathroom Renovation

- i. The board reviewed all 3 submissions and discussed the pros, cons and costs submitted by each company. The conclusion was to reward Three Hills Engineering Ltd due to their; easy communication style, responsiveness, understanding of



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libraries, creative thinking for the HVAC system and being the lowest bid which provides flexibility if there are overages.

1. The motion to award Three Hills Engineering Ltd was moved by Mr. Everhardus
 - i. *Seconded by Mrs. Hilderley*
 - ii. *"Carried" by All*

7. Date for Next Regular Meeting

- a. Next Meeting Confirmation for December 3rd, 2024, at 5:00 pm
 1. *The motion to receive the CEO's report was moved by Mr. Everhardus*
 - i. *Seconded by Mrs. Hilderley*
 - ii. *"Carried" by All*

- 8. Closed Session** – Closed session items under section 239, Ms. Lane requested this stay on the agenda as a placeholder for any time the board needs a closed session.

9. Adjournment

- a. *The meeting was adjourned at 6:20 pm by Mr. Simpson*
 1. *Seconded by Ms. Lake*
 2. *"Carried" by All*