



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

**Meeting Date: 09/23/2025**

A meeting of the Deseronto Public Library Board was held on 09/23/2025 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. N. Clark
- Board Member: Mr. D. Simpson
- Board Member: Mr. S. Everhardus
- Board Member: Ms. M. Credicott

### **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 add two items to agenda, to the review of the security camera estimate and the letter submitted to council by Deseronto Public School Council Chair was moved by Mr. Clark*
  1. *Seconded by Mr. Everhardus*
  2. *"Carried" by All*

### **3. Approval of Previous Board Minutes: (June 17<sup>th</sup>, 2025)**

- a. *The motion to approve the previous board meeting minutes was moved by Mrs. Hilderley*
  1. *Seconded by Mr. Everhardus*
  2. *"Carried" by All*

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

- a. Motion to approve revised budget based on municipal grant final amount.
- b. *The motion to accept and adopt the revised budget was moved by Mr. Everhardus*
  - i. *Seconded by Mr. Clark*
  - ii. *"Carried" by All*



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## 5. Information Items:

### a. CEO report, including Financial Update (June/July/August)

#### 1. Strategic Priorities & Initiatives

##### i. Strategic Plan

- ii. Planning committee met September 9<sup>th</sup> with OLC consultant to continue the development of the priorities and goals which will span 2026-2029.
- iii. Ms. Lane met with MBQ Elder to ensure alignment of strategic plan to Truth and Reconciliation.
- iv. The plan will be shared with the board at the next meeting.

#### 2. Key Initiatives & Projects

##### i. VOLT – Valuing Ontario Libraries Toolkit

- 1. Ms. Lane reviewed the toolkit and is looking at using the toolkit as another way to show town council the value the library brings to the town.

##### ii. MOU Agreement – see Action Items – item C

##### iii. Growth & Gather (back deck replacement)

- 2. Ms. Lane is hoping to achieve a deck replacement (same footprint), rain barrel, compost station, raised garden and outdoor furniture for the deck – all through Agrispirit Fund.
- 3. Additionally, she is hoping the EASE grant will cover the installation of a large window in the back room overlooking the garden

##### iv. OTF Bathroom/HVAC

- 1. The project is under budget which provided the opportunity to add accessible brail signage, all insulation replaced upstairs to 16 inches.
- 2. Mr. Everhardus acknowledged Mr. Simpson for all his hard work 7 years ago on assessing the building's requirements to improve its efficiency.

#### 3. Partnerships, Outreach & Advocacy

##### i. Signage at Dock for Lifejackets

- 1. Requested the town to add signage by the Boat Launch and Dock to inform the public that the library has safety equipment available – no ETA at this point.
- 2. Deseronto Pentecostal Church – the library will continue to work with the church on joint programs.

#### 4. Operations & Administration



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- i. Ms. Lane has completed all staff annual performance appraisals. A review committee needs to complete the CEO's appraisal and will be scheduled soon.
- ii. Ms. Lane was informed the town was conducting pay equity maintenance. She updated all the library staff mandates including her own and created a library organizational chart. She submitted these documents to the town to ensure the library was part of the review.

#### **5. Programs & Services**

- i. All summer programs were a great success, and a few would work well during the school year too.
- ii. The summer student was a great fit for the library and did an outstanding job.
- iii. The program attendance has already surpassed 2024. Ms. Credicott created a Key Performance Indicator report to show the year over year total visits to the library, which will be a great tool to demonstrate the library's importance in the community.

#### **6. Collections & Resources**

- i. Shelving Project – Ms. Lane was able to obtain old shelves from Toronto Public Library who arranged the delivery and installation of the shelves for no charge. Additionally, revamped some of the library's existing shelving to match the donated shelving. The new shelves create dramatically improved sightlines to the room and patrons are extremely happy with the change.
- ii. Mr. Everhardus recommended to engage youth; we need to provide accessibility to electronic devices as 30% of kids do not have a device or internet at home, increase graphic novels and decrease LIBBY 'line'. Ms. Lane mentioned that food-based programs and the garden program are very youth engaged, she is keeping the importance of youth engagement top of mind.
- iii. Usage statistics – there is an overall increase in registrations and renewals, and the active Library card holder sits at 800, which per capita is above the provincial average in a community.

#### **7. Financial Overview**

- i. Annual audit complete, no concerns.
- ii. Draft budget – see section Actions items – item B

#### **8. Community Engagement & Partnerships**

- i. Family Space Quinte Pop-Up Playgroups – the library was invited to read at two outdoor events. Both were well attended and will be partnering in the fall.



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- ii. Municipal Council – the town provided a space at no charge for the marquee summer event.
- iii. Deseronto Public School – the library hosted an end of summer fundraiser for where the parents ran a concession stand. Ms. Lane will serve as a community representative on the Parent Council for 2025/2026.
- iv. Deseronto Pentecostal Church – continue to work with each other on joint programs.

#### 9. Board-Related Matters

- i. HR03 – requires draft approval – see Section 6 Action Items –item A

#### 10. Looking Ahead

- i. Continue to refine reporting and KPI data
- ii. Preparing strategic plan draft for next board meeting
- iii. Determining best approach to present 2026 budget to council

#### 11. Approval of the CEO Report

- i. *The motion to receive the CEO report and included Financial Update was by Ms. Credicott*
  - i. *Seconded by Mrs. Hilderley*
  - ii. *“Carried” by All*

#### 6. Action Items

##### a. Policies for Review/Approval:

##### i. **HR-03 – Terms and Conditions of Employment**

- 1. Ms. Lane went over the minor changes in language such as changing shall to must to make it clear and concise. Additionally, it was suggested In Section 2 to switch the word ‘complaints’ to ‘concerns’.
- 2. *The motion to accept and adopt the revised policy was moved by Mr. Simpson*
  - i. *Seconded by Mrs. Hilderley*
  - ii. *“Carried” by All*

##### b. **Budget 2026**

- i. Overview of request – Ms. Lane reviewed the budget and noted an increase for COLA and an extra hour per week for one on-call position – total of 4.5 hours. The total ask for the budget is 4.05% increase from 2025.
- ii. If the library does have a separate line for Capital Reserve, it would increase the budget by 4.5% - see Capital Reserve below in section D for more detail.
- iii. Ms. Lane would like to see board members come to council meetings on a regular basis – perhaps have a rotating schedule.
  - i. *The motion to create a schedule for board member attendance to council meetings was moved by Mr. Everhardus*
    - i. *Seconded by Ms. Credicott*
    - ii. *“Carried” by All*

##### c. **MOU Draft – returned comments from municipality**



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- i. Review comments and suggested changes
  1. Section 1 – Item g – the item was clarified with plain language.
  2. Section 2 - aim/goal is to have the MOU in place by January 1<sup>st</sup> ,2026.
  3. Item 6 – to include the edit “at a minimum” to the line ‘This will be submitted at least four (4) weeks prior to the deadline set by the town’.
  4. Section 8 – South Side Main Street Lights – this item clarified that the town is responsible for paying for the running of fixtures and the ongoing maintenance of the lights.
  5. Section 12 – revised this section to include ‘laws of the Province of Ontario’
  6. Schedule B, Item 6 Capital Projects – include a list of projects.
  7. Schedule C – Municipal Asset Management Plan – included that any assets purchased and owned by the Board to be listed in the Town’s insurance policy.
  8. Chart Item – Snow Removal, the town and the library still have to come to an agreement about this item.
- d. **Capital Reserve Discussion**
  1. Ms. Lane was in discussions with the Town Manager about the MOU when he suggested the library explore a Capital Reserve fund that would be contributed annually through the budget, 50% from budget and 50% from the library’s reserve account. This would cover capital costs for the building as the council does not want the responsibility of the building.
  2. There is a long-term concern for capital reserve fund when budget cuts occur in the future.
- e. **Insurance implications discussion**
  1. Ms. Lane informed the board she is trying to obtain a copy of the insurance policy for the library from the town to understand the coverage for the library and to ensure the list of assets is current and up to date.
  2. Ms. Lane wants to obtain a full copy of the policy to review it and ensure all assets are covered by the policy.
  3. The board agreed for Ms. Lane to obtain this information.
    - i. *The motion to accept was moved* by Mrs. Hilderley
      - i. *Seconded* by Ms. Credicott
      - ii. *“Carried”* by All
- f. **Review & Accept Audited Financial Statement**
  - i. *The motion to accept was moved* by Mr. Everhardus
    - i. *Seconded* by Mrs. Hilderley
    - ii. *“Carried”* by All
- g. **Other Items**
  - i. Mr. Simpson mentioned the Walking Group donated \$400 to the local food bank.
  - ii. The Hermant Foundation donated \$800 to the library.
  - iii. Ms. Lane provided a copy of the letter submitted by Haley Dundas (Deseronto Public School Council Chair) of her concern of the budget cuts to PA Day Programming. This



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is great support for the library and help demonstrates the important role the library plays in the community.

- iv. Ms. Lane reviewed the quote to install 6 security cameras for the library and is still withing the tech budget for the library.
  - 1. *The motion to approve the installation of security cameras was moved by Mr. Clark*
    - i. *Secoded by Mr. Everhardus*
    - ii. *“Carried” by All*

#### **7. Date for Next Regular Meeting**

- a. Next Meeting Confirmation for October 21<sup>st</sup>, 2025, at 5:00 pm
  - i. *The motion to confirm the next board meeting was moved by Mr. Everhardus*
    - 1. *Secoded 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. *Secoded by Mrs. Hilderley*
  - 2. *“Carried” by All*
  
- ii. *The motion to direct staff to carry out the decisions made in the closed session was moved by Mr. Simpson*
  - 1. *Secoded by Mr. Everhardus*
  - 2. *“Carried” by All*
  
- iii. *The motion to move out of the closed session was moved by Mr. Everhardus*
  - 1. *Secoded by Mr. Simpson*
  - 2. *“Carried” by All*

#### **9. Adjournment**

- a. *The meeting was adjourned at 7:28 pm by Mr. Everhardus*
  - 1. *Secoded by Mr. Simpson*
  - 2. *“Carried” by All*