



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

Meeting Date: 6/04/2024

A meeting of the Deseronto Public Library Board was held on 6/04/2024 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: Mrs. J. Hill
- Board Member: Mr. S. Everhardus

Regrets: 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:

No conflicts of interest were declared.

2. Approval of the Agenda:

- a. *The motion to approve the agenda was moved by Mr. Simpson*
 1. *Seconded by Mrs. Hilderley*
 2. *“Carried” by All*

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

- a. *The motion to approve the previous board meeting minutes was moved by Mrs. Hilderley*
 1. *Seconded by Mrs. Hill*
 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 – Mr. Everhardus and Ms. Lake volunteered.
- b. MOU Draft – MS. Lane said it will be discussed during the Action Items.

5. Information Items:

- a. Financial Report May 2024



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1. Ms. Lane requested for the report to be deferred to the mid-year accurate summary of the finances will be shared and will be sent out later this summer. The reason being this meeting fell too close to the end of the month. The board can expect a year over year comparison in August.
2. The total cash donation amount year to date is \$670.64. Ms. Lane requested this donation amount be moved out of the operating account and into the donations account.
 - i. *The motion to receive the financial report was moved by Mr. Everhardus*
 1. *Seconded by Mrs. Hilderley*
 2. *"Carried" by All*

b. **CEO report**

1. Statistics Summary
 - i. **Current Projects**
Kitchen Renovation
 1. Kitchen demolition is well on its way. The contractor told Ms. Lane it would be cheaper to drywall where the wood panelling is, and he will recycle the panelling to reinforce the children's book shelves.
 - ii. **Community Partnerships**
 1. The Community Care for Seniors confirmed with Ms. Lane the library will be the drop off location for Good Food and the Good Baby Box programs as the library hours are more conducive for higher levels of community access. It will also provide additional foot traffic for the library.
 2. Community Employment Services did a workshop on Managing Stress in the Workplace. The next workshop will be a Resume Clinic. Their goal is to be present once a week at the library.
 3. META Employment Services will use the library for virtual meeting place for community members.
 4. The local Girl Guides unit gave accolades to the library during their advancement ceremony.
 5. The Town of Deseronto and the library will be partnering in joint summer promotion which should help keep fluid communication between staff at both locations.
 6. Gift from the Heart dental care charity is interested in using the FLEXspace for information sessions and a potentially a basic hygiene clinic.
 7. Alzheimer's Society is interested in hosting a support group and an open gathering for members of the community with family or friends diagnosed with Alzheimer's.



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8. Ms. Lane has lots of plans for the kitchen and utilizing the newly established and long standing community connections and services to promote food literacy through the use of the kitchen for educational programs. Mrs. Hill said in her experience teaching people how to cook healthy food is extremely important.

iii. Statistics Update

1. Book Orders continue to come in from orders from January.
2. Totals for new and renewed cards as of Jun 1, 2024, was 167.
3. Fiction still number one for circulation unfortunately LIBBY stats not included in this report.
4. Book circulation if at 600.
5. Foot traffic totals as of June 1, 2024, continues to increase from 2023 and is already past the halfway number for 2023, only 5 months into the current year.

iv. Programming Summary

1. A kindergarten group with their reading buddies came to the library and will be returning again in June which will be approximately 40 kids.
2. The summer student is hired to support the summer programming and will be starting at the end of the month.

v. Program update & Grants

1. The library has applied to the International Dyslexia Association of Ontario fund for decodable library materials. The library has received this grant in the past.
2. The library applied for a grant for sanitary products for the bathrooms – should hear in July. Mrs. Hill suggested if the grant is unsuccessful to ask United Way for help.
3. No updates on the OFT grant for the bathrooms.
4. The Library sign quote and mock up was included with the meeting documents. Boards members liked the layout the price.
5. Library staff working on projects for Pride Month and taking on projects to help promote it.



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vi. *Approval of the CEO Report*

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

6. Action Items

a) Policy Review Committee

i. MOU draft 1 – review additional edits

1. The document was reviewed by 2 other Public Library CEOs from Ontario; one with 5 years experience, one with 15 years experience, one library is unionized the other is not, which provided a diverse perspective.
 1. Section 1, it was suggested to include the link to the Ontario Public Libraries Act, RSO 1990. Mr. Everhardus said the link may be hard to find.
 2. Section 5 – it was suggested to fine tune the verbiage. Ms. Lane asked the Board to provide any suggested wording by the end of the week.
 3. Section 6 – after a brief discussion it was determined this section will be removed.
 4. Section 7 – Ms. Lane will tweak the term “Information Services”
 5. Schedule A, Section B Benefits – it was suggested to add Ms. Lane’s verbiage that the Town is only managing the administration of the health benefits through Manulife and will invoice the library directly versus withholding funds.
 6. Schedule B, Section 4 – it was suggested the library assets should not be part of the Town’s asset management plan. It should be described that the Town is responsible for the physical building and the mechanics of the building.
 7. Schedule C, Scope Section – it was suggested to include a building inspection plan.
 8. Responsibility table – it was suggested to add a annual scheduled inspection of the roof.
 9. Any feedback for the MOU from the Board needs to be provided to Ms. Lane by the end of this week.
 10. The updated draft will be provided to the town staff for their review and will be discussed in the fall.



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7. Date for Next Regular Meeting

- a. Next Meeting Confirmation for September 10th, 2024, at 5:00 pm
 - i. *The motion to receive the CEO's report was moved by Mrs. Hill*
 1. *Seconded by Mr. Simpson*
 2. *"Carried" by All*

8. Adjournment

- a. *The meeting was adjourned at 6:00pm by Mr. Everhardus*
 1. *Seconded by Mrs. Hill*
 2. *"Carried" by All*