



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

**Meeting Date: 10/21/2025**

A meeting of the Deseronto Public Library Board was held on 10/21/2025 with the following members present:

- Chair: Mrs. J. Rixen
- Vice Chair: Mrs. M. Hilderley
- Secretary: Ms. S. Lake
- Board Member: Ms. M. Credicott
- Board Member: Mr. S. Everhardus
- Board Member: Mr. D. Simpson
- Regrets: Mr. N. Clark, Ms. J. Lane

### **1. Call to Order and welcome:**

Meeting called to order by Board Chair at 5:00 pm.

Mrs. Rixen welcomed Savannah Snook – Library Assistant, who stepped in for Ms. Lane to review the agenda items with the board.

#### **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*
  - i. *Seconded by Mrs. Hilderley*
  - ii. *“Carried” by All*

### **3. Approval of Previous Board Minutes: (September 23<sup>rd</sup>, 2025)**

- a. *The motion to defer the approval of the minutes until the next meeting was moved by Mr. Everhardus*
  - i. *Seconded by Mrs. Hilderley*
  - ii. *“Carried” by All*

### **4. Business Arising from Previous Minutes – nothing to review**

### **5. Information Items:**

- a. **CEO report, including Financial Update (September)**
- b. **CEO report**
  - i. **Strategic Priorities & Initiatives – see Section 6**
  - ii. **Small Business Health and Safety Excellence Awards**



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- a. The library was unsuccessful with the grant for the top 30 businesses.
2. **Community Partnerships**
  - a. YMCA is on board to be a partner for the PD program, starting in 2026.
3. **Collections & Resources**
  - a. Library staff have a list of expiring cards and are proactively contacting patrons to get them to renew their cards.
4. **Financial Overview**
  - a. OFT Project – 10% holdback from the managing contractor was submitted for payment after the last invoice was issued for this project and which made the project \$9,000 over budget. There are funds in the general operating bank account to cover this overage.
  - b. *The motion to pay the contractor for the holdover was moved by Mr. Everhardus*
    1. *Seconded by Mr. Simpson*
    2. *“Carried” by All*
5. **Approval of the CEO Report**
  - a. *The motion to receive the CEO’s report and included Financial Update was moved by Mr. Everhardus*
    1. *Seconded by Mr. Simpson*
    2. *“Carried” by All*
6. **Action Items**
  - a. **Policies for Review/Approval**
    - i. HR 05
      1. *The motion to compare ‘Section 4: Benefits’ with the town’s benefit policy document to ensure consistent content with both policies was moved by Ms. Credicott*
        - a. *Seconded by Mrs. Hilderley*
        - b. *“Carried” by All*
    - ii. HR 06
    - iii. HR 12
      1. *The motion to defer the review and approval of all the policies documents (HR05, HR 06, HR 12) until the next board meeting was moved by Mr. Everhardus*
        - a. *Seconded by Mr. Simpson*
        - b. *“Carried” by All*
  - b. **Budget 2026**
    - i. **Decision on Capital Reserve Ask**
      1. It was determined not to include an ask for capital reserve in the 2026 proposed budget which would be a 4.5% increase in budget instead to present the 4% increase to town council.



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**c. MOU Draft**

1. The board reviewed the current edits being returned to Council for review.
  - a. The revision to Section 6 were discussed and agreed to remove 'approval by council' in the original version and not to include the revised version below at this time.
  - b. In Schedule C, add the library to the insurance list.
2. *The motion to move that the discussed revisions be made, returned to town council and to continue to finalize the MOU was moved by Mr. Everhardus*
  - a. *Seconded by Mr. Simpson*
  - b. *"Carried" by All*

**d. Strategic Plan Draft – 2026-2029**

1. Overall, the draft was reviewed by the board, and they approved of the direction of the plan.
- ii. **Mission, Vision and Values**
  1. The board approved the Mission, Vision, and Values developed by the working group.
- iii. **Priorities and Goals**
  1. Mr. Everhardus suggested to remove 'Pay Equity' from Priority 3.

**7. Date for Next Regular Meeting**

- a. Next Meeting Confirmation for November 18<sup>th</sup>, 2025, at 5:00 pm
  1. *The motion to receive the CEO's report was moved by Ms. Credicott*
    - a. *Seconded by Mr. Everhardus*
    - b. *"Carried" by All*

**8. Closed Session**

- a. A matter pertaining to an identifiable individual.
  1. *The motion to move into a closed session at 5:45 pm was moved by Ms. Credicott*
    - a. *Seconded by Mr. Everhardus*
    - b. *"Carried" by All*
  2. *The motion to move out of a closed session at 6:05 pm was moved by Mr. Simpson*
    - a. *Seconded by Mr. Everhardus*
    - b. *"Carried" by All*

**9. Adjournment**

- a. *The meeting was adjourned at 6:05 pm by Mr. Simpson*
  1. *Seconded by Mrs. Hilderley*
  2. *"Carried" by All*