

A meeting of the Deseronto Public Library Board was held on December 13, 2021 with the following members present:

Mr. S. Everhardus, Chair
Mrs. M. Hilderley
Ms. A. Hudson
Mrs. M. Wagar

Ms. J. Rixen, Vice-Chair
Mrs. J. Hill
Mrs. P. Landry

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

1. Call to Order

The Chairman opened the meeting at 5:00 p.m.

2. Approval of Agenda

It was moved by Ms. Hudson and seconded by Mrs. Landry 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 November meeting had been distributed previously.

It was moved by Mrs. Wagar and seconded by Mrs. Hilderley that the Minutes of the November, 2021 meeting 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 a generous donation had been received from the United Church Women. She plans to resubmit the New Horizons for Seniors grant application.

The library is responsible for 25% of the \$47,004 initial funding requested from the Canada Community Revitalization Fund for the creation of a more accessible children's section and accessible shelving.

It was moved by Mrs. Hill and seconded by Mrs.

Landry that the Board authorize the CEO to use reserves to cover the required local contribution to the Canada Community Revitalization project.

“CARRIED”

A program for children to make Advent books was well attended. Staff and volunteers also wrapped and distributed over 400 books for an Advent take-home book project. Binge Boxes have been very popular.

Patrons are returning to have their vaccination passports updated. Others are learning about it from patrons and visiting the library for the first time.

Ms. Eagan has taken all the required Health and Safety training and is interested in doing EXCEL courses.

The CAO will be meeting with other librarians from the area who will be discussing their procedures in view of the province's most recent health regulations. Ms. Mendez may curtail programming at the library and limit browsing time. If necessary, she will close the library, as some other local libraries are doing.

It was moved by Ms. Hudson and seconded by Mrs. Wagar that the CEO's report be received.

“CARRIED”

6.2. Financial Report

Ms. Mendez advised that thermal imaging that had been completed at the library showed areas where heat was escaping. The ceiling and the computer lab are the worst affected. She had taken some steps to minimize the heat loss at the doors and window. Several improvements have been made to the exterior, as well.

Mr. Everhardus will discuss green funding with Council.

The CEO reviewed expenditures and noted that two large shipments of books are yet to be received. She also explained that when the transfer to the BMO is completed, the library will have an operating and reserve account. There will also be a card that will allow the accounts to be viewed on-line, facilitating the review of transactions.

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 visits were down, as a result of general reluctance to risk exposure to the Covid-19 virus, but that people were using other library services.

6.4 In Camera

It was moved by Mrs. Wagar and seconded by Mrs. Hill that the Board go in camera to discuss a personnel matter.

“CARRIED”

6.5 Out of Camera

It was moved by Ms. Rixen and seconded by Mrs. Hilderley that the Board come out of camera.

“CARRIED”

7. Action Items

7.1 2020 Audited Financial Statement

The auditors raised no concerns about the library’s financial position and gave a clear audit report.

It was moved by Mrs. Landry and seconded by Mrs. Hill that the 2020 auditor’s report be received.

“CARRIED”

7.2 Gender-Neutral Bathroom

a The Board discussed the need for a gender-neutral bathroom and noted that it would be a requirement in a new library building.

It was moved by Mrs. Wagar and seconded by Mrs. Hill that a gender-neutral bathroom be established.

“CARRIED”

7.3. Instrument Lending Library

The CEO presented a draft policy for lending musical instruments at the library and advised that guitars had already been purchased to be lent out to patrons. In the future, borrowing could possibly be co-ordinated with other libraries in the area that lend instruments. There may also be musicians in the area who would offer lessons through the library.

It was moved by Mrs. Wagar and seconded by Mrs. Hill to approve the policy on lending musical instruments.

“CARRIED”

7.4 Proposed 2022 Budget

Ms. Mendez reviewed the proposed budget with the Board, noting increases in wages

and benefits, due in part to the inclusion of benefits from the previous year and also, the cost of OMERS contributions. Increases are also expected in insurance and utilities and a new line for contract work has been added to allow for IT assistance.

As the costs related to staffing and benefits may change over the course of the year, it was decided that if there is a surplus in the employee line at the end of the year, the surplus would be returned to Council.

The book budget has been increased while some other lines have been reduced. It is recognized that, given the age of both the public and staff computer systems, upgrades in programs and replacement hardware will be required.

It was moved by Mrs. Wagar and seconded by Mrs. Hill that the proposed budget for 2022 be recommended to Council.

“CARRIED”

8. Other Business

There was nothing further to discuss.


9. Date of Next Meeting

The next meeting is scheduled for January 10, 2022 at 5:00 p.m.

9. Adjournment

It was moved by Ms. Rixen and seconded by Mrs. Hill that the meeting be adjourned at 6:47 p.m.

“CARRIED”



SECRETARY