

A meeting of the Deseronto Public Library Board was held on March 14, 2022 with the following members present:

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

Ms. J. Rixen, Vice-Chair
Mrs. M. Hilderley
Mr. D. Simpson

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 Mr. Clark 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 February meeting had been distributed previously.

It was moved by Mrs. Hilderley and seconded by Mrs. Wagar that the Minutes of the February, 2022 meeting be received.

"CARRIED"

5. Business Arising

There was no business to discuss.

6. Information Items

6.1 Financial Report

It was noted that OMERS will apply retroactively. Ms. Mendez provided information on the book-keeping and cleaning costs.

The Chairman advised that the Town's budget was not yet approved as a salary study is underway; however, Council had not advised of any concerns about the library's budget.

It was moved by Ms. Hudson and seconded by Mrs. and seconded by Mrs. Wagar that the Financial

Report be received.

“CARRIED”

6.2. CEO Report

Ms. Mendez had completed an interview on local radio providing information about the library, its collection, services and programming. She advised that patrons have been happy with the operation of the library and many would like the curbside service to continue. The response to the rearrangement of the shelving has also been positive.

Other improvements have been made, including the upgrading of the television and moving new books to the front. Staff is inventorying the collection and the website is being revised.

The library is partnering with Meals on Wheels to provide books and materials along with the meals. In addition to hosting the Girl Guides' meetings, the library is providing space for Addiction & Mental Health Services of Kingston Frontenac Lennox & Addington to hold meetings with its clients.

It was moved by Mr. Clark and seconded by Mrs. Hilderley that the report of the CEO be received.

“CARRIED”

6.3 Monthly Statistics

Library statistics are low due to the shutdown. The CEO expects that they will rise in the next month with the re-opening of the library and return to regular services.

It was moved by Mrs. Wagar and seconded by Mrs. Hilderley that the report on statistics be received.

“CARRIED”

7. Action

7.1 Library Hours & Promotion

Ms. Mendez advised that Mondays at the library are busy and Fridays are slow. Library hours have been adjusted to provide a wide choice of times for patrons to visit the library.

Ms. Mendez suggested she could send out a monthly e-mail to patrons providing news of activities and services at the library.

7.2 The Board discussed proposals for new outdoor lighting and signage.

It was moved by Ms. Hudson and seconded by Mrs. Hilderley that the CEO be authorized to obtain options and pricing for outdoor lighting for the front of the building.

“CARRIED”

7.3 Operation: Change in Covid-19 Restrictions

The provincial government is rescinding the regulation requiring masks to be worn. Library staff will continue to wear them but it will not be a requirement for patrons.

It was moved by Ms. Hudson and seconded by Mrs. Hilderley that masks will not be required in the library but will be available at the front desk for patrons who may wish to use them.

“CARRIED”

8. Policy Review

Policies HR-01 and HR02 were discussed.

It was moved by Mrs. Wagar and seconded by Mr. Simpson that Policies HR-1 and HR-2 be renewed for a further three years.

“CARRIED”

9. Motion to move in camera

It was moved by Mr. Clark and seconded by Ms. Rixen that the Board go in camera.

“CARRIED”

10. Motion to Come Out of Camera

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

“CARRIED”

11. Hiring Committee

It was moved by Mr. Clark and seconded by Ms. Hudson that a hiring committee be formed, with the Chair, Vice Chair, Mrs. Hilderly and Ms. Hudson as members, to conduct interviews of candidates for the position of Library CEO.

“CARRIED”

The interviews will be conducted on Monday, March 25.

12. Other Business

There was nothing further to discuss.

13. Next Meeting

The next meeting is scheduled for April 11, 2022 at 5:00 p.m.

14. Adjournment

It was moved by Mr. Simpson and seconded by Mrs. Hudson that the meeting be adjourned at 5:45 p.m.

“CARRIED”

SECRETARY