



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

Meeting Date: 10/08/2024

A meeting of the Deseronto Public Library Board was held on 10/08/2024 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: Mr. S. Everhardus

Regrets: Mr. N. Clark

1. Call to Order and welcome:

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

Mrs. Rixen introduced Mackenzie a library patron who attended the meeting as she is considering becoming a board member.

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: (June & September 2024)

- a. *The motion to approve the previous board meeting minutes was moved by Mr. Everhardus*
 - i. *Seconded by Ms. Lake*
 - ii. *"Carried" by All*

4. Business Arising from Previous Minutes:

- a. MOU Updated Draft
 - i. The motion to approve the MOU with recommended edits was moved by Mr. Everhardus
 - 1. Seconded by Mrs. Hilderley
 - 2. *"Carried" by All*
- b. HR 04 Vavation, Holidays, and Leave – it was discussed to add Remembrance Day as this is a town holiday. Mr. Everhardus suggested to follow other library standards for public holidays.



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- ii. The motion to approve HR 04 policy was moved by Mr. Everhardus
 - 1. Seconded by Mrs. Hilderley
 - 2. *"Carried"* by All
- b. Select Board Regrouping Meeting Date – November 14th, 5:00 pm – 7:00 pm was selected for the meeting.

5. Information Items:

a. Financial Report August 2024

- i. Ms. Lane provided a midyear update – the library is on target with the budget.
 - 1. Motion to move the donation amount from August of \$507.64 to the Donation Account for future programming needsThe motion to move the donation amount to the Donation Account was moved by Mrs. Hilderley
 - i. Seconded by Mr. Everhardus
 - ii. *"Carried"* by All

b. CEO report

- i. Statistics Summary
 - 1. **Current Projects**
 - Kitchen Renovation**
 - i. Sink – will be completed by end of week.
 - ii. Health Unit Certification – nothing can be done until the sink is fully installed.
 - MOU** – has been updated with regards to the Deseronto Main Lights
 - OTF** – Bathroom Renovation – there was a mandatory visit completed by 5 companies and at least 3 companies will participate in the RFP process.
 - 2. **Community Partnerships**
 - i. Angel Tree has been moved from Town Hall to the Library. This program is for families who need support with giving their family a Christmas. The registration to participate in the program and gift drop off will be done at the library. The same volunteer (Kandice) will run the program and manage all administration of the program. Mr. Simpson asked if we could get stats on how many families are supported through this program. Mr. Everhardus proposed do we want to do a mailout reminding residents about library programs, Libby, hours, etc?
 - 3. **Statistics Update**
 - i. Book Orders, children books went down, and non-fiction went up.
 - ii. Totals for new and renewed cards as of Sep 1, 2024, was 350.
 - iii. Fiction still number one for circulation and LIBBY is number two.



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- iv. Book circulation if at 549.
- v. Foot traffic totals as of Sep 30, 2024, continues to increase from 2023. Total foot traffic for 2023 was 8121. To date the foot traffic for 2024 so far is 8029 with 3 months to go.

4. Programming Update

- i. Launched a new adult program – Crass Crafting – extremely well received.
- ii. Programs to focus Ontario Public Library Week.

5. Program update & Grants

- i. We are on the second on the list to get the installed library sign. Mr. Simpson asked if we could get a spotlight on the sign. Ms. Lane will ask the company.
- ii. Finally, the library is fully migrated to Cogeco saving \$80.00 a month with additional convenient remote software such as codes to arm or disarm alarms.
- iii. Completing the final topic with WSIB and will receive the additional rebate next quarter.

6. Conclusions & Recommendations

- i. OP 01, HR 04, HR 07, HR 08, HR 09 – will be added to upcoming staff training and will be included as part of the onboarding package for new staff.

7. Approval of the CEO Report

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

c. Main Street Lights

- 1. An email was sent to municipal town staff. The current email correspondence is included in this package. All information was received, we will wait to discuss in the closed session.

6. Action Items

a. Policy Review

- i. HR 04 HR Vacation Public Holidays and Leave Policy
- ii. HR 07 Human Rights Discrimination and Harassment
- iii. HR 08 Prevention of Workplace Violence
- iv. HR 09 Health and Safety
- v. OP 01 Confidentiality and Protection of Privacy
 - 1. The motion to adopt policies HR 07, HR 08 and HR 09 was moved by Mr. Everhardus



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- i. *Seconded by Mrs. Hilderley*
- ii. *"Carried" by All*

b. Library Board Collective Workshops

- i. **October 24th 6:00pm** – OLS Virtual Conference – Public Library Board Members.
 - 1. We will attend as a group and project the sessions on our projection wall. Mr. Everhardus will donate United Gift Cards instead of doing a potluck.

7. Date for Next Regular Meeting

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

8. Closed Session

- a. One under personal matters about identifiable person.
 - 1. *The motion to go into a closed session was moved by Mr. Everhardus*
 - i. *Seconded by Mr. Simpson*
 - ii. *"Carried" by All*

9. Adjournment

- a. *The meeting was adjourned at 6:15 pm by Mr. Simpson*
 - 1. *Seconded by Mr. Everhardus*
 - 2. *"Carried" by All*