



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

Meeting Date: 25/04/2023

A meeting of the Deseronto Public Library Board was held on 25/04/2023 with the following members present:

- Chair: Mrs. J. Rixen
- Vice Chair: Mrs. M. Hilderley
- Secretary: Ms. S. Lake – *absent*
- Treasurer: CEO/Librarian: Ms. J. Lane
- Board Member: Mr. N. Clark
- Board Member: Mr. S. Everhardus
- Board Member Mrs. J. Hill – *absent*
- Board Member: Mr. D. Simpson

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:

Ms. Lane requested to flip the order of agenda items to review items 5 and 6 before the rest of the agenda.

The motion was moved by Mr. Everhardus and seconded by Mr. Simpson.

“CARRIED”

3. Approval of Previous Board Minutes:

Minutes for the March and April board meetings were approved by the board, but due to Mr. Everhardus and Mr. Clark needing to leave the meeting early, quorum was no longer met. The vote to approve the previous meeting minutes will be ratified at the May 2023 Board Meeting.

The motion approved by Mr. Simpson and seconded by Mrs. Rixen.

to be ratified at May 2023 board meeting.

4. Business Arising:

a. Cintas Quote for mat service

- CEO received an initial quote for the cost of weekly floor mat pick up and delivery. The board asked that the CEO inquire with Town Hall about joining with their subscription to the service to see what the cost difference would be.

5. Information Items:



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a. Financial Report from March 2023

- Due to time constraints for the bookkeeper in Tax Season, the financial statement was not ready for the meeting. A motion was requested by the CEO to defer the March 2023 financial report to the next board meeting.

*The motion was moved by Mr. Everhardus and seconded by Mrs. Hilderley.
"CARRIED"*

b. CEO Report:

Ms. Lane reviewed the DLP Report and answered questions from the board.
The following was noted:

i. Statistics Summary Update

- Facebook numbers are still climbing, which is great news.
- Book Ordering – majority of the library collection is the Fiction category.

ii. Programming Summary Update

- Currently planning Pride and Indigenous Heritage Month.
- Additionally starting the framework for the summer programs.
- Researching the costs of bringing in guests/performers.
- Another author presentation in May.

iii. New Hours Implementation

- As of April 11th, 2023, the new hours were put in place.
- No data at this point but hoping to have preliminary data at the next board meeting.

*The motion was moved by Mr. Simpson and seconded by Mrs. Hilderley.
Vote to be ratified at May 2023 board meeting.*

6. Action Items

a. Policy Review Committee Update

- The committee will be meeting after tonight's board meeting to review the HR policy documents that have been updated.

b. Summer Student – Job Description

- Summer Jobs Gant application was successful, Ms. Lane will be posting that position within the next week or so.
- Ideally the summer student would start the beginning of June.

c. Librarian Assistant

- Job Description Update & Potential Cost for Full Time



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The motion was moved by Mr. Everhardus and seconded by Mrs. Hilderley to approve the change of the Librarian Assistant role from a part time position to a full-time position as per CEO recommendation and financial projections. The position posting will be advertised throughout the month of May and ideally, interviews and hiring will take place in June with a projected start date towards the end of July.

“CARRIED”

d. CEO Performance Review

- Performance Review Form (sent out as part of the board package)
- *Ad Hoc* committee to complete review – the committee will consist of current and past Chair along with the Vice Chair – to be completed in May and the report to be presented at the June board meeting.

e. Request from Deseronto Girl Guides for Sleep Over Activity

- Times would be 5:00 pm on the Friday to 12:00 pm on the Saturday.
- i.* The group would like two of the three dates if the board supports the program. Their hope is to have one sleepover for the older members and a second sleepover for any age of girls in the group who would like to attend.
 - ii.* All program materials would be cleaned by the group prior to the library opening so not interfere or impact regular library service.
 1. April 28th, 2023 – April 29th, 2023
 2. May 5th, 2023 – May 6th, 2023 – **approved**
 3. June 2nd, 2023 – June 3rd, 2023 – **approved**
 4. The activity plans from the Girl Guide Unit are attached.

*The motion was moved by Mrs. Hilderley and seconded by Mr. Simpson.
“CARRIED”*

7. Date for Next Meeting Confirmation

- a. Tuesday May 23rd, 2023
- b. 5:00 pm
- c. Ms. Lane will make a calendar invitation for all future meetings.

8. Adjournment

*The motion was moved by Mr. Simpson and seconded by Mrs. J. Rixen at 5:51 pm.
Vote to be ratified at the May 2023 meeting.*