



358 Main Street, P.O. 302
Deseronto, ON K0K 1X
Phone: 613-396-2744
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Deseronto Public Library Board Minutes

Meeting Date: 30/01/2024

A meeting of the Deseronto Public Library Board was held on 23/05/2023 with the following members present:

- Chair: Mrs. J. Rixen
- Secretary: Ms. S. Lake
- Treasurer: CEO/Librarian: Ms. J. Lane
- Board Member: Mr. N. Clark
- 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:

- a. *Motion required*

*The motion was moved by Mr. Clarke and seconded by Mr. Simpson
"CARRIED"*

3. Approval of Previous Board Minutes: (November 2023)

- a. *Motion required*

*The motion was moved by Mr. Clarke and seconded by Mr. Simpson
"CARRIED"*

4. Business Arising from Previous Minutes:

- a. Library Meeting Schedule
 - i. The 2024 meeting schedule was distributed via email.

*The motion was moved by Mr. Clarke and seconded by Mr. Simpson
"CARRIED"*



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5. Information Items:

a. Financial Report November & December 2023

- i. Review of previously approved budget (minor update added for staff wages)
 - The Library adjusted projections by 3.8% to match the COLA percentage, which is the Cost of Living Increase percentage that the town is asking for from the Council. The budget will be discussed at town council meeting February 8th at 5:00 pm.
 - Mr. Simpson asked about what looked to be a \$17,000 shortage, Ms. Lane explained the guaranteed provincial grants and self generated revenue covers this shortfall.
- ii. *Motion to receive the financial report*

The motion to receive the receive the financial report was moved by Ms. Lake and seconded by Mr. Clarke

"CARRIED"

b. CEO report

- i. Current Projects
 - WSIB Emergency Procedures Update Program
 - Received first rebate of \$2000 at the end of 2023.
 - Successfully completed 2 topics.
 - Next topic is First Aid – all library staff will be certified in First Aid. There is lots of interest from the community to participate in the training (the town and the Legion). There are more people then spots – 17 people are interested in participating, and the library will be charging \$75.00 per spot making some money for the library.
 - LEAF FLEXspace project
 - Last project completed – 3 electric height adjustable desks have been added to the library equipment. The library kept it local and hired a Kingston company. This increases the library's accessibility footprint.
 - Community Partnerships
 - Ms. Lane is still having challenges with the county, however, direct phone numbers have been provided to help with employment services for the county, resume support is the biggest request. Ideally Ms. Lane would like a person to support inquiries versus phone numbers.



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- The library would like to see Hastings County staff their rented space with a general staff member to serve as a service “hot desk” for the community.
 - There may be an opportunity to get additional income from the girl guides as currently the library is not charging them rent.
- ii. Statistics Summary
- Social media down in November and December as Ms. Lane was not here to manage it.
 - On a positive note, The Holiday Basket Raffle raised \$900 with the Friends of the Library.
 - Totals for new and renewed cards for 2023 are 547 which is amazing per capita for the size of the town.
 - Surprisingly LIBBY outperformed DVDs for the first time in 2023
 - Foot traffic in 2023 has increased exponentially from 2022. The foot traffic in 2022 was 1814 and the foot traffic in 2023 was 8121.
- iii. Programming Summary
- November and December were busy with class visits and participating in the Santa Claus Parade.
- iv. Staff Education
- All 5 staff members will be certified at the end of the First Aid Training
 - Ms. Lane, Richard and Britney attended the OLA super conference in Toronto with 3 of them in attendance it allowed for them to cover more ground. They will be sharing their experience with the rest of the staff.
- v. WSIB Program update & Grants
- WSIB Program – see section above.
 - The library received a donation of \$5000 from the Deseronto Legion and grant of \$7500 from Trenval. Both donations will help fund the kitchen renovation.
- vi. *Motion to receive the CEO Report*

The motion to receive the receive the CEO report was moved by Mr. Simpson and seconded by Mrs. Rixen

“CARRIED”

6. Action Items

- a. Policy Review Committee – revisit with priority to look at Code of Conduct Policy GOV15 and the MOU Draft with the Town
 - i. Set a date: February 16th @ 5:00 pm
- b. Year 2 of the board cycle overview
 - i. See attached documents – with particular attention to the MOU example from Blue Mountains Public Library



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- ii. Can the board choose a day in February or March that we can have a longer meeting dedicated to regrouping and strategizing for the coming year.
- iii. Date Selected: Ms. Lane to send out an email for board members to select a date in March.

7. Date for Next Regular Meeting

- a. Next Meeting Confirmation for February 13th, 2024, at 5:00 pm
 - i. *Motion to approve*

*The motion to approve was moved by Mr. Clarke and seconded by Mr. Simpson
"CARRIED"*

8. Adjournment

*The motion was moved by Mrs. Rixen and seconded by Mr. Simpson at 5:39 pm.
"CARRIED"*