



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

Meeting Date: 23/09/2023

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
- Treasurer: CEO/Librarian: Ms. J. Lane
- Board Member: Mr. N. Clark
- Board Member: Mr. S. Everhardus
- Board Member Mrs. J. Hill
- 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:

Mr. Everhardus requested to flip the order of agenda items to start with Brad Way from FlexBEN to review the benefits package for library full-time employees before the rest of the agenda.

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

"CARRIED"

3. Presentation from Brad Way of FlexBEN - Key Points Covered:

- i. Mr. Way met with Ms. Lane in the spring to come up with a comprehensive benefit plan for the two impacted employees of DPL.
- ii. FlexBEN is boutique consulting firm that strictly does employee benefits and RSPs for small businesses.
- iii. Benefits are a good tool especially health and dental to help retain employees.
- iv. There is an added benefit of the Basic Assistant Program FlexBEN offers which provides HR, Legal, Accounting consulting up to 9 hours per year as small business owners do not always have this expertise.
- v. The premium can be paid 100% by the employer or split 50/50 with the employee except for LTD.
- vi. Mr. Everhardus spoke to the municipality about getting benefit packages for the 15 employees for the town and asked is it possible for the town to pool with the library for pricing? Mr. Way would have to research this before confirming it is possible.



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- vii. Mr. Everhardus asked if there was the potential to include LTD as there is tax implications, once Mr. Way has more information, he will provide next steps.
- viii. Mr. Clark asked if Board Members could be included to in the benefit packages? Mr. Way said unfortunately there needs to be an employee contract to qualify for a benefit package.
- ix. Mr. Simpson asked who holds the money? Mr. Way explained he is a broker with multiple insurance companies like Great West Life, SunLife, however it will be Dejaridin for the Chambers plan.
- x. The cost is approximately \$425 per month, \$211 per contributor. Which means a 50% split of approximately \$211 for the employer (library) and \$211 for the employee.
- xi. Mr. Simpson asked what do other libraries use for benefits? Ms. Lane explained a lot of libraries use their municipality's plan and for Deseronto the employee would pay 100% of the premium which is approximately \$500 per month and that is unrealistic.
- xii. Mrs. Hilderley asked if the Life Insurance is transferable.
- xiii. Mr. Way thanked the board for their time and said he is available by phone or email.

4. Approval of Previous Board Minutes (June 2023):

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

5. Business Arising from previous minutes:

- i. Benefits Package Review (from previous board meeting)
 - Ms. Lane recommended that she speak to the town to ensure that the benefits package is aligned, as many of the library assistant applicants were asking about benefits and were surprised there was a pension but no benefits.
 - Mr. Simpson asked how Ms. Lane chose FlexBEN? She explained he is local, liked what she read and heard for smaller organizations like the library.
 - In addition, Mr. Everhardus stated currently attracting and retaining employees is difficult for the town of Deseronto and the town needs to do better. If there is a possibility of pooling town employees together with the library employees, it will benefit all.

*The motion was moved by Mr. Everhardus and seconded by Mrs. Hilderley to look at Benefit Packages pre-budget review.
"CARRIED"*



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6. Information Items:

i. Financial Report June – August 2023

- Ms. Lane explained the format of the new report is broken down in more detail than the old spreadsheet.
- Ms. Lane explained the library is doing quite well with budget, book budget is in good shape and it is currently under 50% the total budget allocated with \$16,000 left for rest of the year.
- Donations got tagged wrong which will be corrected.
- Mr. Simpson requested a further breakdown of the Contract Services line.
- Mr. Simpson had question about internet cost, Ms. Lane explained OLS pay for a small amount, but the library is out of pocket first. However, at the end of 2023 she can submit for a rebate of \$1800.
- Mr. Simpson wanted Ms. Lane to mention the \$800 donation from the Hermant Foundation.
- In addition to that donation, the library received a donation of \$500 from the International Dyslexia Association to help with adult readers.
- *Ms. Lane requested to move this motion to next meeting so she can get an accurate amount for donations thus far and move into the Donations bank account.*

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

- *Motion to receive the financial report.*

*The motion was moved by Mr. Simpson with the correction of the donation line and seconded by Mr. Clark.
"CARRIED"*

ii. CEO Report:

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

i. Section 1: Current Projects

- WSIB Emergency Procedures Update Program
 - Completed first topic, waiting for WSIB to come back to complete the next topic with the goal of finishing all work and safety policies and procedures by end of year.
- LEAF FLEXspace project



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- Finally received the chairs, still waiting for the tables.
- Would like to replace the accessibility tables with electronic tables. This would improve the library's accreditation, as accessible documents and furniture are the biggest concerns for loss of points to get accreditation for accessibility.

ii. Section 2: Policy Update – see Section 1

iii. Section 3: Statistics Summary Update

- Social Media: good increase in Facebook and Instagram numbers.
- Book Orders – Collection Development: hitting targets, Richard picking up quickly to manage orders and hitting the spending goals.
- Annual Collection Circulation Statistics: numbers still strong, does not reflect community engagement as some patrons do not realize they have an active library card.
- Foot traffic has dramatically increased compared to 2022 – potentially close to pre-pandemic numbers but there is no data available to confirm this stat.

iv. Section 4: Programming Summary Update

- Program totals have increased from 2022. The most popular program to date is the Boxtopia at Rathbun Park.
- The pop-up play group had over 70 people in attendance, there is a plan to have another one in the future.

v. Section 5: Staff Education

- There will be an OLS Virtual Conference via webinar – September 28th which Ms. Lane highly recommends the board attend, especially for the Kate Graham section.

vi. Section 6: Grants & Other Items

- The application for funding to replace the HVAC and renovate the bathrooms has been submitted but Ms. Lane thinks it will be a while before she hears back.
- Ms. Lane plans to submit another grant to update the kitchen for the library to do Food Programs which would increase traffic for the library. Mr. Everhardus suggested to ask for everything on the wish list.



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vii. Section 6: WSIB Program Update – see Section 1

viii. Librarian Assistant Position Update

- Richard is making good connections with the community as he takes over the front facing service and the programming.
- Ellis is enjoying her new adventure.

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

7. Action Items

i. Library Signage

- Mr. Everhardus spoke about the rebranding of Deseronto which includes a new sign for the waterfront. He suggested to increase the visibility of the library to have a new larger sign be created with the new library logo. He suggested to look at the water treatment plant sign for inspiration.
- Ms. Lane requested to get the sign company name from Mr. Everhardus to start this process.
- Mrs. Rixen suggested to include directional signage to the library as well.

ii. Other

- Mr. Simpson asked about whether the board would be acknowledging the retirement of the OLS consultant Peggy. Ms. Lane suggested a card from the board, which she will be purchasing for the board to sign.

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

8. Date for Next Meeting Confirmation

- i. Tuesday October 24th ,2023
- ii. 5:00 pm

9. Adjournment

The motion was moved by Mr. Simpson and seconded by Mrs. Hilderley at 5:57.