



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

Meeting Date: 12/03/2024

A meeting of the Deseronto Public Library Board was held on 12/03/2024 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. N. Clark
- Board Member: Mrs. J Hill

Regrets: Mr. S. Everhardus,

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. Ms. Lane requested to add the review of Architect's Service documents and the Lincoln letter at today's meeting.
- b. *The motion to approve the agenda was moved by Mrs. Hilderley*
 - i. *Seconded by Mr. Clark*
 - ii. *"Carried" by All*

Approval of Previous Board Minutes: (February 2024)

- c. *The motion to approve the previous board meeting minutes was moved by Mrs. Hilderley*
 - i. *Seconded by Mr. Clark*
 - ii. *"Carried" by All*

3. Business Arising from Previous Minutes:

- a. Year 2 of the Board Cycle overview
 - i. Review of notes from the strategy meeting

4. Information Items:

- a. Financial Report January 2024



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- i. Ms. Lane reviewed the revised DPL Budget which included a separate document which summarized the amendments of the budget for the municipal council. The revisions included:
 1. The library collections budget to remain the same as 2023 at \$16,000.
 2. Staff benefits would start July 1, 2024, with the plan that benefits will be offered for all of 2025.
 3. The library will not hire a summer student to run the summer programming as the requirement by the program is the position must be full-time and the restrictions on the budget ask will not allow the Library to have the funds to cover the required 50% of wages for a summer student.-
 - ii. Ms. Lane felt there will be a few more meetings before the budget is approved with the approval hopefully happening in March/April.
 - iii. *The motion to receive the financial report was moved by Mrs. Hilderley*
 1. *Seconded by Mrs. Hill*
 2. *“Carried” by All*
- b. CEO report**
- i. Statistics Summary
Current Projects
 1. WSIB Emergency Procedures Update Program
 - First aid procedures being revised and will be implemented before end of the month.
 - The next topic will be started by mid-April.
 2. Kitchen Renovation
 - Ms. Lane still awaiting second quote.
 3. Community Partnerships
 - The participation in the town’s Family Day activities provided an opportunity for the library to get new library card registrations.
 - ii. Statistics Summary
 1. Social media channels dipped slightly in February.
 2. Book Orders – Collection Development – Graphic Novels are still on the rise and the Audio book section was moved which increased the visibility and interest in these books.
 3. Totals for new and renewed cards as of March 1, 2024, which are still moving up with a total of 39.
 4. Fiction still number one for circulation but LIBBY was a strong second.
 5. Foot traffic totals as of March 1, 2024, continues to increase from 2023 and the library is well on its way to hitting their goal of 10,000.
 - iii. Programming Summary
 1. Programs focused on Black History Month highlighting Canadian artists, authors, and history.



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- iv. Program update & Grants
 - 1. All 5 staff members are certified Standard First Aid and CPR level C. The library was able to recoup half the fee by charging other participants.
 - 2. The library submitted the Ontario Trillium Foundation Capital Grant with the help of the town clerk. The library should hear by late summer of early fall.
- v. *The motion to receive the financial report was moved by Mr. Clark*
 - 1. *Seconded by Mr. Simpson*
 - 2. *“Carried” by All*

5. Action Items

- i. Policy Review Committee
 - 1. The committee will be meeting March 21st @ 5:00 pm to review and edit the MOU draft with the intention provide the board a draft at an upcoming meeting to review.
- ii. Board Advocacy
 - 1. Ms. Lane would like to understand the board’s priorities based on the information gathered at the strategy meeting held March 1, 2024. She will send out a survey to get the consensus from the board to get the top three priorities and have a working group to head up the process. When completing the survey keep in mind that approximately 30% of the town is not using the library so how do we increase this, ~~how do we make the library the most important public asset in the town.~~
- iii. Review of Architect’s Services documents
 - 1. Ms. Lane started to do some forward planning with regards to the need to have proper architectural documents for the library to effectively plan renovations – considering the future state of 5 years, 10 years, or 20 years down the road. She met with an architect to discuss the practice and standards as to what would be needed and provided the board the documents to review at the next board meeting.
- iv. Review of the Lincoln Letter
 - 1. Ms. Lane wanted to share a letter that was sent to Doug Ford from the community of Lincoln with regards to increase funding for Libraries and Museums in Ontario. A few highlights included in the letter were the fact that funding is based on populations from 25 years ago and how crucial provincial funding is for libraries as it would help address critical shared priorities and community needs. Ms. Lane would like to draft a similar letter for Deseronto but will reach out to her resources for examples to pull from for the letter.

6. Date for Next Regular Meeting

- a. Next Meeting Confirmation for April 9th, 2024, at 5:00 pm



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7. Adjournment

- a. *The meeting was adjourned at 6:10 pm by Mrs. Rixen.*
 - i. *The motion for adjournment was moved by Mr. Clark*
 1. *Seconded by Mr. Simpson*
 2. *"Carried" by All*