



358 Main Street, P.O. 302
Deseronto, ON K0K 1X0
Phone: 613-396-2744
Fax: 613-396-3466

Deseronto Public Library Board Minutes

Meeting Date: 05/22/2025

A meeting of the Deseronto Public Library Board was held on 05/22/2025 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
- Board Member: Ms. M. Credicott

Regrets: Mr. N. Clark

1. Call to Order and welcome:

Meeting called to order by Vice Chair at 4:58 pm.

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 Mrs. Hilderley*
 - i. *Seconded by Ms. Lake*
 - ii. *“Carried” by All*

3. Approval of Previous Board Minutes: (April 15, 2025)

- a. *The motion to approve the previous board meeting minutes was moved by Mr. Everhardus*
 - i. *Seconded by Mr. Simpson*
 - ii. *“Carried” by All*

4. Approval of Previous Special Board Minutes: (April 24, 2025)

- a. *The motion to approve the previous board meeting minutes with the change of word emergency to special was moved by Mr. Everhardus*
 - i. *Seconded by Ms. Lake*
 - ii. *“Carried” by All*

5. Business Arising from Previous Minutes:

- a. **Policy Update:**
 - i. HR01 – Follow Up Edits



358 Main Street, P.O. 302
Deseronto, ON K0K 1X0
Phone: 613-396-2744
Fax: 613-396-3466

- b. *The motion to defer the review of the updates to the June board meeting was moved by Mr. Everhardus*
 - i. *Seconded by Mrs. Hilderley*
 - ii. *"Carried" by All*

6. Information Items:

- a. OFT Update – refer to CEO Report under c.
- b. Financial Update – March 2025
 - i. *Motion to defer the financial report until the June board meeting was moved by Mr. Everhardus*
 - i. *Seconded by Mrs. Hilderley*
 - ii. *"Carried" by All*
- c. **CEO Report**
 - a. **Current Projects**
 - i. Strategic Plan – the community survey results close tomorrow. This data will be shared with the OLS consultant to review prior to next strategic meeting in June.
 - ii. OFT – Bathroom Renovation – the project is ahead of schedule with all the floor tile removal, one third of truss work completed, lots of HVAC work completed and the installation of the water filling station. The plan is to complete the universal washroom first.
 - b. **Community Partnerships**
 - i. Family Space Quinte event had 46 for play group
 - ii. Good Food Box/Baby Box still at double the orders from last year
 - iii. Seed Library – the library was invited to the Deseronto Public School's Celebration Assembly where 160 vegetable seed packages were given out. The library was invited to participate next month's assembly too.
 - iv. Community Care for Seniors – the first Earth Day clothing swap was a great success and due to the success will now be an annual event.
 - c. **Statistics Summary (April 2025)**
 - i. Incident Reports – none
 - ii. Book Orders – Collection Development – April orders placed, and the timing of orders have been planned to come in on a steady basis versus all at once so there are always new books being added to the collection.
 - iii. Totals for new and renewed cards as of April 1, 2025, was 24.
 - iv. Book circulation was 487 for April. Fiction #1. Libby #2 & ILLO was still higher than DVDs.
 - v. Foot traffic totals to date - 4,218.
 - d. **Programming Summary** – ramping up for May programs. Issac the summer student from last year is back to the joy of many young patrons.
 - e. **Staff Education** – the staff meeting was a great opportunity to have all the staff to continue to build the team bonds and participate in strategic planning. The Legion



358 Main Street, P.O. 302
Deseronto, ON K0K 1X0
Phone: 613-396-2744
Fax: 613-396-3466

has arranged through Mr. Simpson a safe food handler's course with 4 staff members signing up.

- f. Program update & Grants**
 - i. Young Canada Works – Summer Student – Issac from last year's program was hired, however this year's grant covers a 16-week contract with 75% of the wages covered which is great news for the budget.
 - ii. STARK Family Fund is now restricted to PEC area only
 - iii. Hastings Community Foundation – only has a maximum of \$5,000 grants and still is to be submitted
 - iv. Enabling Accessibility Fund – not yet released
 - v. Ontario Tourism funding still being explored
- g. Budget Impact Report** – Ms. Lane prepared a Statement of Impact due to the reduction in the operation grant from the town in 2025. Mr. Everhardus felt it was very well written as it explained the facts clearly and will be a great document that can be provided to any patrons who have questions.
- h. *The motion to receive the CEO Report was moved by Mrs. Hilderley***
 - i. *Seconded by Ms. Credicott*
 - ii. *"Carried" by All*

7. Action Items

- a. Tyendinaga Township Public Library**
- b. Request for Interim CEO/Supervisory coverage.** Please see request for TTPL Board of Directors
 - i. After reviewing the request, Ms. Lane has sent an email to the TTPL asking for additional information about the request for support, specifically the scope of work, supervisor duties and compensation.
 - ii. She has confirmed with Savannah that she is interested in this temporary role to gain experience.
 - iii. However, Ms. Lane wants the additional information provided before releasing Savannah. She is also concerned how this secondment would negatively impact to the DPL and its support to the community.
 - iv. After discussing the pros and cons, the board declines the request and recommends Ms. Lane to provide remote advisory support for the TPPL staff during this interim period. The board also recommends that Ms. Lane offer her help in the interview process for the TTPL replacement CEO.
- c. *The motion to recommend that Ms. Lane provide remote support to the TTPL staff and offer her assistance in the interview process for the TTPL replacement CEO was moved by Mr. Everhardus***
 - i. *Seconded by Mr. Simpson*
 - ii. *"Carried" by All*



358 Main Street, P.O. 302
Deseronto, ON K0K 1X0
Phone: 613-396-2744
Fax: 613-396-3466

8. Date for Next Regular Meeting

- a. Next Meeting Confirmation for June 17th, 2025, at 5:00 pm
 - a. *The motion to confirm the next board meeting was moved by Mrs. Hilderley*
 - 1. *Seconded by Mr. Everhardus*
 - 2. *"Carried" by All*

9. Closed Session

- a. *Nothing to discuss*

10. Adjournment

- a. *The meeting was adjourned at 5:55 pm by Mr. Simpson*
- 3. *Seconded by Mr. Everhardus*
- 4. *"Carried" by All*