

A meeting of the Deseronto Public Library Board was held on November 4, 2021 with the following members present:

Mr. S. Everhardus, Chair  
Mrs. M. Hilderley  
Ms. A. Hudson  
Mr. D. Simpson

Ms. J. Rixen, Vice-Chair  
Mrs. J. Hill  
Mrs. P. Landry  
Mrs. M. Wagar

Also in attendance was Ms. T. Mendez, CEO/Chief Librarian.

1. Call to Order

The Chairman opened the meeting at 5:00 p.m.

2. Approval of Agenda

It was moved by Ms. Hudson and seconded by Mrs. Landry that the agenda be approved.

"CARRIED"

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Minutes of Last Meeting

The Minutes of the June meeting had been distributed previously.

It was moved by Ms. Hudson and seconded by Mrs. Landry that the Minutes of the June, 2021 meeting be approved.

"CARRIED"

5. Business Arising

There was no business to discuss.

6. Information Items

6.1 CEO's Report

Ms. Mendez' report had been distributed previously. She advised that the library is busier than it has been recently. Many people are visiting the library for the first time and deciding to join. She noted, also, that the Girl Guides have been holding their weekly meetings at the library.

The Cyberian program is working well. One significant benefit is that, as the program allows monitoring from the front of the library, staff is not required in the computer lab.

It was moved by Mrs. Hill and seconded by Ms. Hudson that the CEO's report be received.

"CARRIED"

## 6.2. Financial Report

Ms. Mendez indicated that, aside from the insurance cost, the library was staying within its budget. Employee benefits would be carried over to 2022.

The switch to BMO is nearly complete. New cheques will be provided and the name of the account will be corrected.

A remote audit was undertaken this year due to pandemic restrictions. The CEO expects that all will be in order.

It was moved by Mrs. Hilderley and seconded by Mrs. Wagar that the Financial Report be received.

"CARRIED"

## 6.3 Monthly Statistics

Mrs. Mendez had provided statistics on the use of library resources. More children are coming in after school. She advised that anyone attending a program in the library would be required to show proof of vaccination.

The New Horizons Grant must be spent by March, 2022. Ms. Mendez had proposed a different program to the Ministry which would have been more appropriate in view of the current restrictions. The government did not approve it and therefore, she proposes to send the funds back.

It was moved by Mrs. Hilderley and seconded by Mrs. Landry that the library decline to proceed with the Horizons grant.

"CARRIED"

It was moved by Ms. Hudson and seconded by Mrs. Hill that the monthly statistics report be accepted.

"CARRIED"

## 6.4 Motion to move in Camera

It was moved by Ms. Rixen and seconded by Mr. Simpson that the Board move in camera to discuss a personnel matter.

"CARRIED"

It was moved by Ms. Rixen and seconded by Mrs. Hill that the Board move out of camera.

"CARRIED"

7. Action Items

7.1 Contactless Payment

Ms. Mendez advised that the library had been set up to receive paperless payments at a rate of 2.3%.

It was moved by Ms. Hudson and seconded by Mrs. Landry that the library adopt the paperless payment system.

"CARRIED"

7.2 Cybarian Support

The Cybarian support program was purchased at a cost of \$654. The CEO is happy with it and is pleased with the ability to offer help on computers from the front desk, eliminating the need for staff in the lab.

It was moved by Mrs. Landry and seconded by Ms. Hudson that the library use the program for one year.

"CARRIED"

7.3 IT Support

As Mr. Heenan, who has provided IT support to the library for several years, is retiring, the library will require a new IT support service. The CAO noted that the library's computers are old and that fewer are needed in the lab. New and updated programs are required, as well.

It was moved by Mrs. Landry and seconded by Mrs. Wagar that a review be conducted of the library's technological resources and of available computer services.

"CARRIED"

8. Policy Review

The following policies were brought forward for review:

- 8.1 Composition of the Board
- 8.2 Terms and Reference of Officers
- 8.3 Powers and Duties of the Board
- 8.4 Amendments of By-laws

- 8.5 Mission Statement
- 8.6 Vision Statement
- 8.7 Statement of Values

It was therefore moved by Ms. Hudson and seconded by Mr. Simpson that Policies 8.1 to 8.7 be renewed.

"CARRIED"

#### Policy 8.8 Mandatory Vaccination

The Board discussed the draft policy. It was suggested that the policy be amended to provide that any staff member unwilling to be vaccinated or, if not vaccinated, to be tested, be subject to an unpaid leave of absence and possible termination.

It was moved by Ms. Hudson and seconded by Mrs. Landry that the Policy 8.8 be adopted, as amended.

"CARRIED"

#### 9. Planning

To better accommodate Board members' schedules, it was agreed that meetings should be shifted away from Wednesdays. Future meetings will therefore be at 5:00 on the second Monday of the month.

#### 10. Other Business

There was nothing further to discuss.

#### 11. Date of Next Meeting

The next meeting is scheduled for December 13, 2021 at 5:00 p.m.

#### 12.. Adjournment

It was moved by Mr. Simpson and seconded by Mrs. Landry that the meeting be adjourned at 6:27 p.m.

"CARRIED"

SECRETARY