



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

**Meeting Date: 06/17/2025**

A meeting of the Deseronto Public Library Board was held on 06/17/2025 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. N. Clark
- Board Member: Mr. D. Simpson
- Board Member: Mr. S. Everhardus
- Board Member: Ms. M. Credicott

### **1. Call to Order and welcome:**

Meeting called to order at 4:58 pm.

#### **Declaration of conflict of interest**

No conflicts of interest were declared.

### **2. Approval of the Agenda:**

- a. *The motion to add an item to agenda, to the review of the annual report created by Ms. Lane to support library funding was moved by Mr. Everhardus*
  - i. *Seconded by Mrs. Hilderley*
  - ii. *"Carried" by All*

### **3. Approval of Previous Board Minutes: (May 22<sup>nd</sup> 2025)**

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

### **4. Business Arising from Previous Minutes:**

#### **a. Policy Update:**

- i. HR01 – Follow Up Edits

1) Ms. Lane updated the policy by keeping the language consistent, the inclusion of hyperlinks and changing his/her to their. As well as updating the revision date and review period.

- b. *The motion to adopt the updated policy was moved by Mr. Everhardus*

- i. *Seconded by Mr. Everhardus*
- ii. *"Carried" by All*



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## 5. Information Items:

### a. OFT Update

- i. Bathroom Renovation – the project is still on schedule, most of the HVAC system has been installed, bathroom fixtured ordered, the custom door frame is almost complete for barrier free bathroom. A few change orders submitted by Knusden Construction Inc. due to unforeseen items but were approved by the board via email. The project is track and will be completed by June 30<sup>th</sup>.
- ii. MMP coming July 3<sup>rd</sup> to see the completed project, Ms. Lane asked board members to attend if they were able to celebrate this big achievement.

### b. Strategic Planning Update

- i. Collaboration with the OLS consultant is progressing smoothly; the community survey has closed and analysis will be presented at the June 19th in-person committee meeting. The committee will share their progress with the planning at the next board meeting in September.

### c. Financial Update – March/April/May 2025

- i. Ms. Lane created a document to capture the purpose of an audit which will give the bookkeeper a better idea of what the library needs for financial reporting. All board members thought it is a great point of reference.
- ii. The budget is on track with about 50% spent, in the Other Types of Expenses section, wages are over budget due to training the newly onboarded staff.
  - 1) *Motion to accept the financial report was moved by Mr. Everhardus*
    - i. *Seconded by Mr. Simpson*
    - ii. *“Carried” by All*
  - 2) *Motion to move \$387.00 to the Donations account was moved by Mr. Everhardus*
    - i. *Seconded by Ms. Lake*
    - ii. *“Carried” by All*

### d. CEO Report

#### a. Community Partnerships

- i. Family Space Quinte – events are well attended but the construction had an impact to the May events and may not do the June pop-up but and have a couple events in July instead.
- ii. Good Food Box/Baby Box still running smoothly and orders are still increasing and benefiting all organizations.
- iii. Seed Library – will be key focus in upcoming programs as there have been many donations to the seed collection and requests for seeds from patrons. Additionally, the May Family space pop-up featured book reading inspired by the seed library and all the kids left with a bean seed plant pod and were excited to get it planted.



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- b. Statistics Summary (May 2025)**
  - i. Incident Reports – none
  - ii. Book Orders – collection development remains on track with approximately 50% of the allocated budget for each category committed. Orders arriving in smaller parcels which ensures regular stream of new material for our patrons.
  - iii. Totals for new and renewed cards as of May 1, 2025, was 33.
  - iv. Book circulation was 511 for May. Fiction #1. Libby #2 & ILLO was still higher than DVDs.
  - v. Foot traffic totals to date - 4,720 which is 50% of last year even with some impact due to construction.
- c. Programming Summary** – ramping up for June programs. There is an additional student coming to the library to achieve their volunteer hours which will be integral for the library’s special programs. Requests from patrons for technology support and specific reference books also increased.
- d. Staff Education** – Ms. Lane attended and presented at the Little Branches Rural conference in Perth which was very well received, and a copy of the presentation is available for any board members. The Legion has arranged through Legion a safe food handler’s course with 4 staff members signing up to participate in the learning.
- e. 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. Looking into funding through FFC AgriSpirit Fund – for food security, Chris Barber (on-call library clerk) has found a potential opportunity for up to \$25,000 ie. Supplies to set up a community garden.
  - iii. Hastings Community Foundation – currently strategizing what to put grant request in for, the grant request is due before the end of the calendar year.
  - iv. Enabling Accessibility Fund – still not yet released but hoping for shelving.
  - v. Ontario Tourism funding still being explored
- f. Annual Report** – Ms. Lane with the support of Ms. Snook and Ms. Credicott created an amazing annual report which has great visual images capturing the events that happened in 2024 as well as a summary of library statistics captured for the year which demonstrates the significant impact the library has on the community. This document will help support the MOU. There are MOU meetings in July and August with the hope to review and approve it by October.
- g. *The motion to receive the CEO Report was moved by Mr. Everhardus***
  - i. *Seconded by Mr. Clark*
  - ii. *“Carried” by All*



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**6. Action Items**

- a. Knudsen Change Order Request – Ratify email vote

**7. Date for Next Regular Meeting**

- a. Next Meeting Confirmation for September 16<sup>th</sup>, 2025, at 5:00 pm
- b. *The motion to confirm the next board meeting was moved by Mr. Simpson*
  1. *Seconded by Ms. Lake*
  2. *“Carried” by All*

**8. Closed Session**

- a. *Nothing to discuss*

**9. Adjournment**

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