



358 Main Street, P.O. 302
Deseronto, ON K0K 1X
Phone: 613-396-2744
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Deseronto Public Library Board Minutes

Meeting Date: 13/02/2024

A meeting of the Deseronto Public Library Board was held on 13/02/2024 with the following members present:

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

Regrets: Mr. D. Simpson, Mrs. M. Hilderley

1. Call to Order and welcome:

Meeting called to order by Board Chair at 4:55 pm.

Declaration of conflict of interest:

No conflicts of interest were declared.

2. Approval of the Agenda:

a. Motion required

*The motion was moved by Mr. Clark and seconded by Mr. Everhardus to approve the agenda
"CARRIED"*

3. Approval of Previous Board Minutes: (January 2024)

a. Motion required

*The motion was moved by Ms. Lake and seconded by Mr. Clark to approve the previous board minutes
"CARRIED"*

4. Business Arising from Previous Minutes:

a. Year 2 of the Board Cycle overview – Meeting Date is **Friday, March 1st, 4:30.**

- i. There was consensus on the above date for the Board to meet.
- ii. The meeting will look at Year 2 for the Board and consider strategic planning.
- iii. Board members were asked to look at the information sent out in a previous email from Ms. Lane about Year 2 and flag any areas to discuss at the meeting.



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5. Information Items:

a. Financial Report January 2024

- i. Ms. Lane and Mrs. Rixen attended the town special council meeting for the budget and gave a summary of the meeting.
- ii. Ms. Lane explained that the quote for the staff benefits with the municipal plan is higher than budgeted, however Ms. Lane and Richard can pay the family portion and/or the LTD this would bring the benefits back into the budget.
- iii. Ms. Lane felt there will be a few more meetings before the budget is approved with the approval hopefully happening in March/April.
- iv. Ms. Lane asked if any Board members could attend the budget meetings to show support for the library.
- v. There was not time to make the requested changes to the format of the financial statement, but those requests should be in place for the next Library Board Meeting.
- vi. *Motion to receive the financial report.*

The motion to receive the financial report was moved by Mr. Evehardus and seconded by Ms. Lake "CARRIED"

b. CEO report

- i. Current Projects
 - WSIB Emergency Procedures Update Program
 - First aid course was completed February 10th & 11th with a total of 10 participants. All library staff are now certified in First Aid which means every shift for the library will be covered with a trained staff member.
 - Kitchen Renovation
 - There will be a meeting on February 14th with Trenal to present the cheque for \$7,500 and the president of the Legion will be presenting a cheque for \$5,000. Ms. Lane will be asking the Friends of the Library to top up the budget with \$1,500 so the actual budget will be \$15,000 for the Kitchen Renovation Project
 - Ms. Lane will be getting 3 quotes for the renovation as per policy.
 - Community Partnerships
 - Family Space Quinte held a pop-up playgroup early in February and was well received. Ms. Lane is planning to have them come back for March break.
- ii. Statistics Update
 - Social media channel continues to increase in January.



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- Totals for new and renewed cards for January 2024 were great with a total of 20.
- Fiction still number one for circulation but LIBBY was a strong second.
- Foot traffic for January 2024 continues to follow the trends from 2023.
- iii. Programming Summary
 - Programs are off to a great start for January 2024.
- iv. Staff Education
 - All 5 staff members are certified at the end of the First Aid Training.
 - Ms. Lane, Richard and Britney will be meeting next Friday to do a collective report on their experiences at the OLA Super Conference.
- v. Grants & Other Updates
 - The library will be re-applying for the Ontario Trillium Foundation Capital Grant to fund an update on the bathrooms and HVAC system.
 - Board Cycle – Year 2 – the Board will be meeting on March 1, 2024.
- vi. *Motion to receive the CEO Report*

*The motion to receive the CEO report was moved by Mrs. Hill and seconded by Mr. Clark
"CARRIED"*

6. Action Items

- i. Policy Review Committee – will be meeting February 16th @ 5:00 pm.
- ii. Board Self Evaluation
 - Ms. Lane would like to start the discussion and preparation evaluation process by looking at all the examples and questions she provided the Board. She asked if this Board want to partake in this process – she feels it will be beneficial before the term ends. And she would summarize board members submissions anonymously.
 - Additionally, Ms. Lane suggested to have a working group head the process.
 - Mr. Everhardus suggested to take a small-town approach of reflective thinking for this process and only look at a total of 5 or 6 categories. Additionally, knowing about approximately 30% of the town is not using the library how do we increase this, how do we make the library the most important public asset in the town. He suggested to put a motion in place if the board agrees to do this evaluation.

*The motion was moved by Ms. Lake and seconded by Mrs. Hill to proceed
with exploring the board self-evaluation process
"CARRIED"*

7. Date for Next Regular Meeting



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- a. Next Meeting Confirmation for March 12th, 2024, at 5:00 pm
 - i. *Motion to approve*

The motion to approve the next meeting date was moved by Ms. Lake and seconded by Mrs. Hill
"CARRIED"

8. Adjournment

- a. 5:51pm – motion moved by Mr. Everhardus and seconded by Mr. Clark
 - i. *CARRIED*