



358 Main Street, P.O. 302
Deseronto, ON K0K 1X0
Phone: 613-396-2744
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Deseronto Public Library Board Minutes

Meeting Date: 11/18/2025

A meeting of the Deseronto Public Library Board was held on 11/18/2025 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: Ms. M. Credicott
- Board Member: Mr. S. Everhardus
- Board Member: Mr. D. Simpson
- Regrets: Mr. N. Clark

1. Call to Order and welcome:

Meeting called to order by Board 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 with amendments was moved by Mr. Everhardus*
 - i. *Seconded by Mrs. Hilderley*
 - ii. *"Carried" by All*

3. Approval of Previous Board Minutes: (September 23rd, 2025 & October 21st, 2025)

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

4. Business Arising from Previous Minutes – nothing to review

5. Information Items:

- a. **CEO report, including Financial Update (October) financials differed to next meeting**
- b. **CEO report**
 - i. **Strategic Priorities & Initiatives**
 1. Strategic Plan – see Action Items, item c.
 2. MOU Agreement – see Action Items, item b.



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3. Growth & Gather Garden – library was unsuccessful with the Agrispirit Fund but are still waiting for results for the EASE Fund & Local Food Infrastructure Fund. If successful with both this would cover the costs for this project.
 4. Budget Submission for 2026 – the next budget meeting will be attended by Mrs. Rixen and Ms. Credicott along with Ms. Lane. Following this, Mrs. Rixen will be presenting to the council the Q3 report at the regular council meeting.
 5. Partnerships, Outreach & Advocacy – still waiting for the signage at the dock for lifejackets, Ms. Lane has followed up with Town Staff.
 6. Santa Claus Parade/Tree Lighting – the library will not be participating in serving hot chocolate and cookies as explained to the Town through emails due to staffing budget restraints.
- ii. Operations & Administration**
1. Building Maintenance or Renovation Updates - still waiting for Enbridge to move the gas meter – both the library and Knudsen have followed up with them.
 2. Technology Updates or Infrastructure Improvements – the IT Management plan will be ready in January 2026.
- iii. Programs & Services**
1. October Programs
 - a. The library has exceeded the total number of programs for 2024.
 - b. The Discover Deseronto Open House was attended by over 70 attendees, many new to the library.
 2. Upcoming Fall Programs – Lice Prevention workshop with the local IDA pharmacist will be a guest speaker.
 3. Friends of the Library hosting a bake-sale for the holiday season fundraiser. Mr. Simpson noted all baked goods must be cooked in the library kitchen to sell at the fundraiser.
 4. Total Visits in October
 - a. Year over Year Total Visits – usage numbers are now leveling
 - b. Library Visits – in October there was a jump in digital visit which was almost twice the number in September. highlighting a jump in digital requests.
- iv. Financial Overview**
1. Friends of the Library primary goals are to support Children’s Programs, expanding food- based programs and the outdoor garden space project.
 2. The donation from a private donor covered the costs for holding a PA Day program. Mr. Simpson requested a note highlighting what the donation did for the library to be sent to the donor.
- v. Community Engagement & Partnerships**



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1. Ms. Lane is working with the YMCA how to extend their PA Day services to the library
- vi. *The motion to receive the CEO's report and included Financial Update was moved by Mr. Simpson*
 1. *Seconded by Ms. Credicott*
 2. *"Carried" by All*
- vii. **Update of Municipal Budget Survey Results**
 1. Ms. Lane and Ms. Credicott reviewed and analyzed the trends of the 2026 Budget Survey that the town ran in September. Ms. Credicott created a pie chart graphics to provide a visual representation of the results.
 2. The last question in the survey was "What ideas would you like to contribute to the budget?" The results showed the library was in the top three of being mentioned for this question.
 3. Analysis showed "Tell us more about the services you value", the library was the top mention in the results. This supports the value of the library when spending tax dollars.
 4. Mr. Everhardus mentioned the next highest service valued was "Roads" which is considered mandatory allocation of budget for the town.
 5. This report will be included in the presentation for the 2026 budget to council.

6. Action Items

a. Policies for Review/Approval

- i. OP09 Community Information – no additional notes, however Mr. Everhardus suggested the policy be posted during an election.
- ii. OP16 The Library and Political Elections – will be reviewed later.
- iii. OP08 Meeting Rooms – no additional notes.
- iv. HR02 – Hiring and Orientation – no additional notes.
- v. HR05 Compensation and Benefits– no additional notes
- vi. HR06 Performance and Discipline – no additional notes.
- vii. HR12 Payment of Work-Related Expenses (previously titled Travel Expenses)
 1. Mr. Everhardus suggested to use the federal rate as the town's rate is not up to date.
 2. Section 5, item 4 – Mrs. Hilderley requested to remove the last sentence.

b. *The motion to approve the revisions to be made to the policies reviewed was moved by Mrs. Hilderley*

1. *Seconded by Ms. Credicott*
2. *"Carried" by All*



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c. MOU Draft

1. Current edits being returned to Council for review
2. The board agreed to the verbiage in Item 6.
3. Schedule B, Item 6a – change “Town staff will” to “Town staff agree to”, 6b – remove the word “procedural”, Item 8a – verbiage changed to cover the library if damages occur due to streetlights.
4. Schedule C – Insurance section – reworded to ensure library content is included under the insurance policy and an annual walk through with Town Manager will be conducted.
5. The schedule of responsibilities was removed with a future plan to create a schedule together with the town.

d. *The motion to move the revisions to be made and the staff and council to continue to finalize the MOU was moved by Mr. Simpson*

1. *Seconded by Ms. Credicott*
2. *“Carried” by All*

e. Strategic Plan Draft – 2026-2029

i. Draft theme and design

1. Overall, the draft and design were reviewed by the board, and they approved the direction of the plan. Additionally, Ms. Lane highlighted all the hard work Savannah Snook did with the graphic design of the plan.

f. Baker Tilly Invoice

- i. Ms. Lane requested a breakdown of the charges for the Auditors Report as the charges are almost 3 times the charge from last year. This invoice was provided which did not provide any more clarification. Ms. Lane sent this to the library’s bookkeeper hoping she can understand the increase.
- ii. Ms. Lane asked for guidance from the board if the bookkeeper cannot justify the increase. The board suggested to go back Baker Tilly and ask why there was such a huge increase in charges.

7. Date for Next Regular Meeting

a. Next Meeting Confirmation for December 16th, 2025, at 5:00 pm

1. *The motion to receive the CEO’s report was moved by Mr. Everhardus*
 - a. *Seconded by Mrs. Hiderley*
 - b. *“Carried” by All*

8. Closed Session

- a. To approve closed session minutes from September and October board meetings.



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1. *The motion to move into a closed session at 6:04pm was moved by Ms. Credicott*
 - a. *Seconded by Mr. Everhardus*
 - b. *"Carried" by All*

2. *The motion to move out of a closed session at 6:05pm was moved by Mr. Simpson*
 - a. *Seconded by Mr. Everhardus*
 - b. *"Carried" by All*

9. Adjournment

- a. *The meeting was adjourned at 6:06 pm by Mr. Simpson*
 1. *Seconded by Mr. Everhardus*
 2. *"Carried" by All*