

Deseronto Public Library
Board Meeting
June 30, 2021

Deseronto Public Library Board

May 26, 2021

A meeting of the Deseronto Public Library Board was held on May 26, 2021 with the following members present:

Mr. S. Everhardus, Chair
Mr. N. Clark
Mrs. M. Hilderley
Mr. D. Simpson

Ms. J. Rixen, Vice-Chair
Mrs. J. Hill
Ms. A. Hudson
Ms. M. Wagar

Also in attendance was Mrs. T. Mendez, Library CEO.

1. Call to Order

The Chairman opened the meeting at 5:05 p.m.

2. Approval of Agenda

It was moved by Ms. Hudson and seconded by
Mrs. Hilderley that the Agenda be approved.

"CARRIED"

3. Declaration of Conflict of Interest

Mr. Simpson advised that he has a conflict with Topic 10 of the Agenda.

4. Minutes of Last Meeting

It was moved by Mr. Simpson and seconded by Ms. Hudson
that the Minutes of the November, 2020, January, 2021,
March, 2021 and April, 2021 meetings be approved.

"CARRIED"

5. Business Arising

There was nothing to discuss.

6. Introduction of Ms. Tara Mendez

The Chairman introduced Ms. Mendez and each of the Board members. Ms. Mendez thanked the Board for its confidence in her and said she is learning about the community and looking forward to her responsibilities. She noted that Mrs. Dupuis has provided exceptional support as she becomes familiar with the library's programs and procedures.

It was moved by Mr. Simpson and seconded by
Mrs. Wagar that the CEO's report be approved.

"CARRIED"

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7. Authorization of Contract for CEO

The Chairman referred the Board members to the contract for the position of library CEO.

It was moved by Mr. Clark and seconded by Mrs. Wagar that the Board enter into a contract with Ms. Mendez for the position of Library CEO.

"CARRIED"

8. CEO Report

Ms. Mendez presented her report. She described a number of areas that she has noted, including technological resources, plumbing, heating and other areas of the building that require repair, replacement or updating.

She also advised that the library's collection needs refreshing and, in particular, the non-fiction collection needs updating.

Mr. Everhardus reminded the Board that a Memorandum of Understanding with the town is being prepared which will clarify responsibilities with respect to building maintenance and repair.

9. Financial Report

a) Budget to Date (April)

The Board reviewed the Statement of Revenues and Expenditures and noted that the insurance fee was higher than expected.

The Board's decision to suspend fines temporarily was discussed and it was agreed that the matter would be revisited at the June Board meeting.

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

"CARRIED"

10. Book-keeping

Mr. Simpson removed himself from the meeting.

Mrs. Simpson, who has voluntarily provided book-keeping assistance to the library is willing to continue for another month or so but would like to discontinue her involvement.

After some discussion, it was agreed that Ms. Mendez would investigate the cost of book-keeping services and the discussion would be continued at the June meeting.

It was moved by Mrs. Hilderley and seconded by Mrs. Wagar that the CEO be authorized to obtain three quotes for book-keeping services.

"CARRIED"

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It was further moved by Mr. Clark and seconded by Mrs. Wagar that the honorarium for Mrs. Simpson's book-keeping services be reinstated for March, April, May, 2021 and until a replacement is engaged.

"CARRIED"

Mr. Simpson rejoined the meeting.

11. Re-opening Plan after Third COVID Wave

The Chairman advised that the provincial plan is to allow Phase I of its re-opening plan to begin on June 3 at the earliest. The second phase will allow for in-person library service. It was agreed, however, that a more conservative schedule would ensure a safer outcome for staff and patrons alike.

It was moved by Mrs. Hilderley and seconded by Ms. Hudson that a report on re-opening would be presented at the June meeting.

"CARRIED"

12. Friends of the Library

Mrs. Wagar reported that the Friends are anxious to move forward with fundraising plans but are unable to do so until the province moves ahead with re-opening plans. She advised Ms. Mendez that the Friends are willing to assist with any needs the library may have.

13. Report from the Chair

Mr. Everhardus informed the Board of changes in municipal staffing. He noted that there was a personnel matter to be discussed in camera.

It was moved by Ms. Hudson and seconded by Mrs. Wagar that the Board go in camera to discuss a personnel matter.

"CARRIED"

It was moved by Mrs. Wagar and seconded by Ms. Hudson that the Board rise from in camera.

"CARRIED"

The Board expressed appreciation for the work Mrs. Dupuis had done over the last few months to serve the patrons and keep the library functioning.

It was moved by Mrs. Hilderley and seconded by Mrs. Hill that Mrs. Dupuis be presented with a gift in recognition of her considerable efforts and dedication to the library.

"CARRIED"

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14. Date of Next meeting

The next meeting is scheduled for June 30, 2021 at 5:00 p.m.

11. Adjournment

It was moved by Mrs. Wagar and seconded by
Mrs. Hill that the meeting be adjourned at
5:47 p.m.

"CARRIED"

SECRETARY