



358 Main Street, P.O. 302  
Deseronto, ON K0K 1X0  
Phone: 613-396-2744  
Fax: 613-396-3466

## **Deseronto Public Library Board Minutes**

**Meeting Date: 01/20/2026**

A meeting of the Deseronto Public Library Board was held on 01/20/2026 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 5:05 pm.

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

No conflicts of interest were declared.

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

- a. *The motion to approve the agenda was moved by Mr. Everhardus*
  - i. *Seconded by Ms. Credicott*
  - ii. *"Carried" by All*

### **3. Approval of Previous Board Minutes: (December 12<sup>th</sup>, 2025)**

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

### **4. Business Arising from Previous Minutes – nothing to review.**

- a. Mr. Everhardus wanted to thank the board members that attended the town council budget meeting and noted the next 2 budget meetings are critical to show support. Ms. Credicott, Ms. Lake and Mrs. Rixen will attend the January 28<sup>th</sup> meeting.

### **5. Information Items:**

- a. **CEO report, including Financial Update (end of year)**
- b. **CEO report**
  - i. **Strategic Priorities & Initiatives**
    1. Strategic Plan – the plan has been launched and the Strategic Plan handout will be a guiding reference for the next three years.



358 Main Street, P.O. 302  
Deseronto, ON K0K 1X0  
Phone: 613-396-2744  
Fax: 613-396-3466

**ii. Key Initiatives & Projects**

1. MOU Agreement – the MOU will be reviewed at the next regular council meeting.
2. Growth & Gather Garden – library was unsuccessful with the Local Food Infrastructure Fund. Ms. Lane was made aware of workplace accessibility grants that will be available in the next month, she will be applying for these grants.
3. OTF – Bathroom/HVAC – officially closed.
4. Summer Programs – the library staff are planning ideas for the summer programming.
5. Budget Submission for 2026 – the next budget meeting will take place on January 28<sup>th</sup>, 2026. Ms. Lane is unable to attend and asked that two to three board members attend – see Business Arising Section 4 above.
6. Partnerships, Outreach & Advocacy – still waiting for the signage at the dock for lifejackets, Ms. Lane will follow up with Town Staff for ETA.
7. Outreach and Fundraising – Family Space Quinte pop-up playgroups are set to come for a playgroup in February. Parent Council for Black History Month will participate in a music in motion with guest speaker Barabara Yubunga who is an educator with multiple school boards.

**iii. Operations & Administration**

1. One staff member has resigned due to personal reasons. Ms. Lane will work with the two existing on-call members to see if the library can manage with the existing staff.
2. Building Maintenance or Renovation Updates – Ms. Lane is approaching two contractors to get quotes for building an office space in the main library.

**iv. Programs & Services**

1. December Programs
  - a. Sewing based program very successful, now planning one per month.
2. Total Visits in December
  - a. Program Count – total of 424 programs run in 2025. This will be a base line for 2026 which will ensure capacity of the staff will meet the needs of the programs.
  - b. Year over Year Total Visits – usage numbers are now leveling.
  - c. Library Visits – approximately one third of traffic is digital which is predictable in colder months.
  - d. Collections & Resources – out of the total collection in 2025, 11% were accessible materials.
  - e. Weeding Update – Ms. Lane and Savannah continue to work on this project.



358 Main Street, P.O. 302  
Deseronto, ON K0K 1X0  
Phone: 613-396-2744  
Fax: 613-396-3466

- f. Active Cards – it is the end of renewal cycle in 2024/2025 – the library staff are being proactive and calling patrons that cards will be expiring soon. Additionally, they are emailing patrons with email on file six weeks prior to expiry date of card.

**v. Financial Overview**

1. Spending highlights or concerns – working with Bookkeeper to review questions. Ms. Lane highlighted the total levy amount from the town was not reflected in the financial statement. Ms. Lane has planned quarterly meetings with the bookkeeper to regularly review financials and address any issues.
2. Friends of the Library will focus on Children’s Programming this year. The bake sale in December raised \$400.
3. The Boilermaker’s Union donated \$500 towards programming which will cover the cost for the January 30<sup>th</sup> PA Day.

- c. *The motion to move the following to the appropriate accounts; Friends of the Library - \$371.85, Cash Donations and 50% of the County Grant \$3900 + \$1066.29 to Reserve Account was moved by Mr. Everhardus*

1. *Seconded by Mrs. Hilderley*
2. *“Carried” by All*

**ii. Community Engagement & Partnerships**

1. Ms. Lane is still working with the YMCA how to extend their PA Day services to the library.

**iii. Board-Related Matters** - items requiring board action or decisions

1. Approval of the following policies – HR07, HR08, HR09 require a annual update/approval the first board meeting of each year. Additionally, the approval of OPO3 is required. See Action Items section for further details.
2. Upcoming policy reviews – Ms. Lane will provide a list to the board.

**iv. Looking Ahead**

1. Continue to refine KPI data.
2. Anticipated opportunities – Budget presentation complete now waiting for approval of budget.
3. Opportunities on the horizon – Implementation of the 2026-2029 Strategic Plan is complete with handouts available. The committee will continue to develop a more detailed working plan and implement the plan.
4. Still looking at a connection with the YMCA for PA Day programming.

- d. *The motion to receive the CEO’s report and included Financial Update was moved by Mr. Everhardus*

1. *Seconded by Mrs. Hilderley*
2. *“Carried” by All*



358 Main Street, P.O. 302  
Deseronto, ON K0K 1X0  
Phone: 613-396-2744  
Fax: 613-396-3466

## 6. Action Items

### a. Policies for Review/Approval

- i. HR07 – Human Rights Discrimination, HR08 – Prevention of Workplace Violence, HR-09 Health and Safety Information Services. The only to changes for the HR policies was the Year of Next Review was changed to 2027. Ms. Lane requested the board to review all three policies and provide feedback before the next board meeting.

### b. *The motion to accept HR07, HR08 and HR09 was moved by Ms. Credicott*

1. *Seconded by Mrs. Hilderley*
2. *“Carried” by All*

- ii. OP03 – Accessible Customer Service – Ms. Lane will look at Hasting County as a reference to confirm content. Ms. Lane asked for the board’s feedback by next board meeting.

### c. Strategic Plan Draft – 2026-2029

- i. Final version has been printed and is available.

### d. New Business

- i. Update from last Council Meeting – went well.
- ii. Ms. Lane provided the 2026 Board Meeting calendar.

7. **Other** – Ms. Lane requested board members information for succession planning as 2027 will be a new term for the board. Ms. Lane is also capturing library staff information for a succession plan.

## 8. Date for Next Regular Meeting

### a. Next Meeting Confirmation for February 17, 2026, at 5:00 pm

- i. *The motion to receive the CEO’s report was moved by Ms. Lake*
  1. *Seconded by Mr. Everhardus*
  2. *“Carried” by All*

## 9. Closed Session

- a. None at this time

## 10. Adjournment

- a. *The meeting was adjourned at 6:06 pm by Mr. Simpson*
  1. *Seconded by Ms. Credicott*
  2. *“Carried” by All*