

MINUTES of the MEETING of the DEEP RIVER PUBLIC LIBRARY BOARD

Meeting was conducted in person in Program Room following all Covid-19 Restrictions.

DATE: Thursday, November 17, 2022 10:00 AM.

BOARD MEMBERS:

STATUS:

Anne Hutton	Chair	Present
Aliya Ebrahim	Library Arts Com Rep	Present
Kathy Hughes	Council Rep	Present
Ann Marie McInall	FOTL Rep	Present
Doug Rodgers	Management Com Rep	Present
Phil Davis		Present
Naomi Balla-Boudreau	CEO and Acting Secretary	Present

1. Acceptance of the Agenda:

MOTION: That the agenda be accepted as amended to defer the Fines Free discussion. *MOVED:* Kathy Hughes *SECONDED:* Ann Marie McInall *CARRIED.*

2. Declaration of Pecuniary Interest:

All Board members were canvassed for conflict of interest. None was reported.

3. Board Meeting Minutes:

MOTION: That the minutes of September 15, 2022 be accepted as reviewed. *MOVED:* Doug Rodgers *SECONDED:* Phil Davis *CARRIED.*

4. Business Arising from the Minutes:

Naomi will continue as Acting Secretary for the remainder of the Board term.

5. Correspondence:

Board and staff received a card from Lucy Yamazaki thanking all for the flowers, cards and support.

6. Friends of the Library Report:

Ann Marie reported:

- Pop-Up Book Sale is scheduled for Thursday – Saturday, November 17th – 20th.
- Long-time volunteers are stepping back from organizing Bridge (Gladys Geiger) and Book Sales (Sheila Dolling). We will need to recruit and train new volunteers for these roles; a common issue around Town.
- FOTL is seeking interest in running Bridge and Bridge lessons in winter months.
- Current account balance is \$14,218.14.

7. Library Report:

Naomi provided an overview of her reports from the cancelled October meeting and November meeting. The Board raised key points for discussion, including:

- Typical Week data shows an increase in in-person visits, in-library use of materials, and questions to staff, from 2021 but not the resumption of pre-COVID levels.
- Changes to OMERS may impact some library staff; details to follow.

- *The program room is well-used and we expect that to continue.*
- *We expect that our January Board meeting will be the last of the current Board, and will welcome the new Board.*
- *Merging DVD copies will save staff time, resources, and space. The project is ongoing.*
- *New programs like Authors in Deep, art workshops, and STEAM Saturdays have been well attended.*

8. Treasurer's Report:

MOTION: That the Library Board has reviewed and accepts the letter from Baker Tilly regarding the Audit of the Financial Statements of Deep River Library Board dated September 21, 2022. MOVED: Kathy Hughes SECONDED: Aliya Ebrahim CARRIED.

Naomi reviewed the financial statements and general ledger reports for September and October, 2022 as included in the Board meeting package.

- *These statements do not include all MERCs due to the transition to the new financial software. Naomi will bring complete information to the December meeting. We still expect to be underbudget.*
- *Reporting with the new system will look different but include the same information.*
- *Kathy noted that the library's new reserves are now included in the Town's Summary of Reserves, as presented with their Audited Financial Statements. Auditor Fred Sinclair approved the library's start of reserves.*

9. Strategic Planning:

Board Members discussed the draft Strategic Plan as presented.

MOTION: To approve the 2023-2026 Deep River Public Library Strategic Plan.

MOVED: Kathy Hughes SECONDED: Doug Rodgers CARRIED.

Thank you to everyone for your work in developing the library's first strategic plan. Next steps include developing an action plan and sharing the plan with Council and other community partners.

10. Old Business:

a. Volunteer Party:

Given the rising numbers of COVID cases, Public Health's recommendation to mask indoors in public places, and that some of our volunteers may be vulnerable, Board members voted in favour of postponing the volunteer party and re-evaluating for February or spring.

b. Christmas Party:

Board members discussed holding the smaller Board/Staff Christmas party, and alternatives, given the cancellation of the volunteer party. Naomi will discuss with staff and we will defer if needed.

11. New Business:

a. Annual review of Workplace Violence Policy:

MOTION: To accept the Workplace Violence Policy (HR-06) as presented.

MOVED: Kathy Hughes SECONDED: Aliya Ebrahim CARRIED.

b. Annual Review of Workplace Harassment and Discrimination Policy:

MOTION: To accept the Workplace Harassment and Discrimination Policy (HR-04) as amended. MOVED: Ann Marie McInall SECONDED: Kathy Hughes CARRIED.

12. Adjournment: 11:30am

Next Meeting: Thursday, December 8th, 2022

A handwritten signature in black ink, appearing to read "Anne Hutton", written over a horizontal dotted line.

Anne Hutton Chair

