

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 September 15, 2022 10:00 AM.

BOARD MEMBERS:

STATUS:

Anne Hutton	Chair	Present
Lucy Yamazaki	Secretary	Present before meeting only
Aliya Ebrahim	Library Arts Com Rep	Regrets
Kathy Hughes	Council Rep	Regrets
Ann Marie McInall	FOTL Rep	Present
Doug Rodgers	Management Com Rep	Present
Phil Davis		Present
Naomi Balla-Boudreau	CEO	Present

Before the meeting the Board presented Lucy with a gift in appreciation for her many contributions to our library and community over 17 years as a Board member and even more in other volunteer roles. She will be missed. We wish her well in her new community.

1. **Declaration of Pecuniary Interest:**

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

2. **Board Meeting Minutes:**

MOTION: That the minutes of June 16, 2022 be accepted as reviewed and amended. MOVED: Doug Rodgers SECONDED: Ann Marie McInall CARRIED.

3. **Business Arising from the Minutes:**

None

4. **Correspondence:**

The Ministry of Tourism, Culture and Sport sent notification that the 2022-23 Public Library Operating Grants Program launched August 31, 2022. Anne and Naomi submitted our application for \$9,581.00 in operating funds.

5. **Friends of the Library Report:**

Ann Marie reported that a meeting is planned for the coming weeks to discuss a fall Book Sale and Bridge. The Summerfest Pop-Up raised about \$300.

6. **Library Report:**

Naomi provided an overview of her report for July and August. Key points include:

- If COVID remains stable in September, we will consider additional open hours.
- The library will be closed for the National Day of Truth and Reconciliation on September 30th, but will host Steffanie Adams' research displays afterwards.
- The new website will be live this week.
- Circulation of physical items has returned to pre-COVID levels.
- The Hub lent 95 items this summer (over 81 items in 2021).
- Our hybrid version of Summer Reading Club went well with 127 participants.

- New fall programs include drop-in Lego and STEAM Saturdays, “Authors in Deep” reading series with partial funding from the Writers’ Union of Canada”, and art workshops.
- Naomi will be putting out a Request for Proposals for a Technology Assessment and Plan.

The Board agreed to stop using the Sentry security system for materials given that the costs outweigh anticipated loss from theft, and that removal of the gates will improve building accessibility. The library will evaluate other security systems for building safety.

The Board discussed the generous donation of a piano for the library space. Careful consideration will first be made to storage, maintenance, and usage.

7. **Treasurer’s Report:**

Naomi reviewed the financial statements and general ledger reports for June, July and August, 2022 as included in the Board meeting package.

Naomi presented the Draft Audited Financial Statements for 2021 and the 2021 Library Surplus Allocation Report.

MOTION: To accept the appointment of Baker Tilly REO LLP as auditor of the Deep River Public Library Board for the year ending in December 31, 2022.

MOVED: Doug Rodgers SECONDED: Phil Davis CARRIED.

MOTION: That the library’s 2021 surplus of \$27,149 be allocated to reserves, with \$14,270 transferred to the Stabilization Reserve and \$12,879 transferred to the Capital Reserve.

MOVED: Anne Hutton SECONDED: Doug Rodgers CARRIED.

MOTION: That the Board approves the 2021 Audited Financial Statements as amended, provided that the CEO/Treasurer verifies no other changes were made to the statements.

MOVED: Ann Marie McInall SECONDED: Phil Davis CARRIED.

(The anticipated amendments were in relation to the surplus allocation and a small typo).

The Deep River Community Foundation’s Annual Report for 2021 of the Library Endowment Fund includes a year-end balance of \$1,128.66.

MOTION: That the library apply for \$1,128.66 from the Endowment Fund for accessibility improvements to the library program room area.

MOVED: Anne Hutton SECONDED: Doug Rodgers CARRIED.

8. **Strategic Planning:**

Board Members reviewed Peggy Malcolm’s summary report from our strategic planning day, and approved the four strategic directions outlined. Naomi will review with staff and further develop into a draft plan.

To develop our vision statement, the Board envisioned Deep River area (and therefore our library) in 2032, and noted: population growth, increased seniors’ facilities, hospital expansion, excellent technology/internet, infrastructure upgrades, development of community spaces, and emphasis on small town lifestyle. If our vision were to be the best library, what would that mean for Deep River and how do we measure that?

9. **Old Business:** Bylaw 3

MOTION: To accept Bylaw 3: 'Meetings of the Board' BL-03 as amended with the recommendation to review with the next Board.

MOVED: Ann Marie McInall SECONDED: Doug Rodgers CARRIED.

10. **New Business:**

a. **Fall schedule:**

The October Board meeting date was changed to October 27th to accommodate members' schedules.

b. **Board Member resignation:**

MOTION: That the Board regrettably receives the resignation of long-time volunteer and Board Secretary, Lucy Yamazaki, and thanks her for her 17 years of invaluable community service.

MOVED: Ann Marie McInall SECONDED: Doug Rodgers CARRIED.

Given that Lucy's resignation is within 45 days of the municipal elections, the Board will not recruit a new member. An Acting Secretary will be appointed at the October meeting when all members are present.

c. **Service recognition:**

The Board recognized Candice Hersak and Heather Pentney's five-year anniversary with the library, noting appreciation for their years of service, and providing gifts as per library policy.

d. **Volunteer party:**

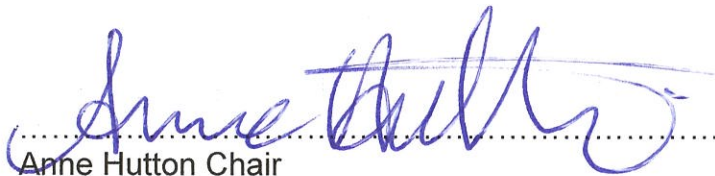
We plan to hold a volunteer recognition celebration for the first time since 2019, and anticipate a smaller event with about 70 volunteers including the Friends of the Library and Library Arts Committee. Anne and Ann Marie will bring back details to the October meeting.

e. **Staff Christmas party:**

We also plan to hold the staff/Board Christmas party for the first time since 2019. Further discussion will take place at the October meeting.

11. **Adjournment:** 12:18pm

Next Meeting: Thursday, October 27, 2022


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Anne Hutton Chair