

Deep River Public Library Board Meeting Minutes



Date: Thursday, April 20, 2023 5:15pm
Location: Library Program Room

Board Members:		Status:
Jen Bergevin	Acting Chair	Present
Aliya Ebrahim		Present
Jessica Freedman	Chair	Apologies
Kathy Hughes	Council Rep	Present
Samantha Johnson		Apologies
Bronwyn Kaiser	Secretary	Present
Doug Rodgers		Apologies
Naomi Balla-Boudreau	CEO	Present

1. Declaration of Pecuniary Interest:

None reported.

2. Board Meeting Minutes:

MOTION: That the minutes of March 23, 2023 be accepted as reviewed.

MOVED: Aliya Ebrahim **SECONDED:** Kathy Hughes **CARRIED**

3. Business Arising from the Minutes

- The Board confirmed the requirement for Members to sign the Conflict-of-Interest form.

4. Correspondence:

An update from the Federation of Ontario Public Libraries was received as information only.

5. Friends of the Library (FOTL) Report

Naomi reminded the Board that the FOTL book sale is organized for 27 – 29 April; and book donations will be accepted.

6. Library Report:

a. March 2023 Monthly Report:

Naomi provided an overview of her monthly report for March 2023. Board Members discussed the various options available for screening “Women Talking”; and the possibility of reaching out to Mackenzie Community School was proposed.

- b. **2023 Work Plan:** Naomi provided an electronic version of the Library 2023 Work Plan that highlighted items with budget consequences. Board Members continued the discussion of the usefulness of this Plan and suggested that further value could be found in a view that filtered the Plan against certain key

Library themes (e.g. Youth-based initiatives) as a means of showing its full breadth of integration. Staff will report quarterly on the Work Plan.

7. Treasurer's Report:

a. March Statement:

Naomi reviewed the March statement as included in the Board meeting package.

b. December 2022 Financial Statements

Naomi noted that the December 2022 financial statements remain a work-in-progress with the Town.

Kathy Hughes also provided the Board with context on the Town Council's developing position on the evaluation of the true cost of its recreational programs. The Board discussed some options for making the value of the Library to our community more explicit or measurable; and made some suggestions for encouraging patrons to vote in support of Library programs (e.g. by gamifying responses etc.).

8. Old Business:

a. Procedural By-law:

To be carried over to next month.

b. Volunteer Appreciation Party:

Naomi provided feedback on the progress in planning the party and feedback obtained from prospective guests. The preference for an outdoor (or outdoor-in-part) venue was confirmed, where the possible requirement for a difference liquor license was then highlighted. The Board also suggested exploring the Yacht & Tennis Club and the Deep River Golf Course as possible venues.

9. New Business:

a. Staff presentation: Robin Dennis

Robin Dennis was introduced to the Board in her role as the Library Assistant: Inter-library Loans and Adult Services. She shared several exciting plans and ideas for this area: the Human Library, the Library Fair, a Library@Home for reaching patrons who may have difficulties in physically accessing the Library with physical books, a possible Tech Lab for supporting remote/online Library services access via personal devices; and a possible Maker Space. The Board was very supportive of these ideas and made several observations and suggestions for possible exploration:

- An honorarium for our Human Library "books".
- Whether we need to distinguish between groups with aligned interests or Library user groups in partnering with Town or community groups for inviting promotion of and participation in this year's Library Fair.
- Consolidating proposed Tech Lab sessions under device type.
- Partnering with Meals on Wheels or DRDH hospital volunteers in enabling the Library@Home (or Long-Term Care) and ensuring that craft kits and other non-book offerings are also included where possible.
- Synergies with the community (e.g., in furthering a Library Maker Space)

- A Murder Mystery party as a catered fundraising opportunity (for forwarding to the Friends of the Library?)

b. **Health and Safety of Staff policy (annual review, Safety, Security and Emergencies policy (annual review))**

The Board reviewed these policies and highlighted:

- The need to run and then report on the outcome of emergency drill(s)
- Concerns around user group awareness of emergency response procedures.

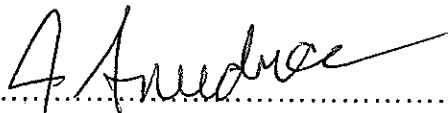
The Board suggested that the CEO investigate the need for additional emergency response procedures for staff and Library user groups.

c. **Board correspondence procedures**

- d. The Board discussed the proposed correspondence procedure. Naomi provided feedback from other libraries showing that several of these also have somewhat confusing or ambiguous processes, especially with respect to correspondence appearing in municipal records.

10. **Adjournment:** MOTION to adjourn at 6:47pm. MOVED: Bronwyn Kaiser

Next Meeting: Thursday, May 25th, 2023 at 5:15pm


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Jessica Freedman, Chair