

# Deep River Public Library Board Meeting Minutes



**Date:** Thursday, February 23, 2023 5:00pm  
**Location:** Library Program Room

<b>Board Members:</b>		<b>Status:</b>
Jen Bergevin		Present
Aliya Ebrahim		Present
Jessica Freedman		Present
Kathy Hughes	Council Rep	Present
Samantha Johnson		Present
Bronwyn Kaiser		Present
Doug Rodgers		Present
Naomi Balla-Boudreau	CEO	Present

1. **Introductions:** A round of introductions was made for new members.
2. **Acceptance of the Agenda** as revised. The closed session was moved to the end of the meeting and item 9b (2022 Annual Report) was deferred to the March meeting.
3. **Declaration of Pecuniary Interest:**  
All Board members were canvassed for conflict of interest. None was reported.
4. **Election of Board Positions:**  
Naomi oversaw the election of Jessica Freedman as Library Board Chair. Jessica then oversaw the appointment of the remaining executive positions.

MOTION: To approve the following Board appointments:

- a. Chair: Jessica Freedman
- b. Vice Chair: Jen Bergevin
- c. Secretary: Bronwyn Kaiser
- d. Ontario Library Services Rep: Sam Johnson

MOVED: Kathy Hughes    SECONDED: Doug Rodgers    CARRIED.

Friends of the Library Liaison will remain vacant for now. The position may rotate and Naomi will ensure communication between organizations.

Naomi will serve as Board Treasurer, as outlined in Board Bylaw-02, section 6 and as permitted by the Public Libraries Act, section 15(5).

5. **Board Meeting Minutes:**  
MOTION: That the minutes of January 19, 2023 be accepted as reviewed.  
MOVED: Kathy Hughes    SECONDED: Doug Rodgers    CARRIED.

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

None

**7. Correspondence:**

The Ontario Library Association's Advocacy Alert dated February 15<sup>th</sup> regarding provincial 2023 Pre-Budget Submission and Deputations and an email from Shan MacLaggan were received as information only.

**8. Friends of the Library (FOTL) Report:**

Naomi reported:

- FOTL met January 26<sup>th</sup> and are organizing a book sale at the end of April and Bridge lessons for the fall.
- FOTL is supporting purchases of a new dishwasher for the program room, book carts to facilitate easier set-up for sales, and a new projector and speaker system for the program room.
- They are also interested in improving program room storage.

**9. Library Report:**

Naomi provided an overview of her January report. Board Members discussed:

- Key statistics for January.
- We are preparing for our first Drag Queen storytime. Community response has been positive to date.
- The need for additional community space was identified given current demand for library space. An alternative list of options may be helpful for prospective renters. Movable walls may also help provide flexible space downstairs.
- Additional marketing of Monday open hours is needed.
- Outreach to partners like EarlyOn may help advertise new programs like Babytime. There is interest in children's programs like the Drag Queen storytime after work hours.
- Findings from Effective Computer Solution's technology assessment.
- Upcoming training opportunities for Board and staff, including the KAIROS blanket exercise on March 18<sup>th</sup>.

**10. Treasurer's Report:**

**a. Signing Authority: MOTION: That Jessica Freedman, as Board Chair, have signing authority for the Deep River Public Library.**

MOVED: Kathy Hughes      SECONDED: Jen Bergevin      CARRIED.

**b. January Statements:** Naomi reviewed the financial statements and general ledger reports for January, 2023 as included in the Board meeting package. We have not yet completed 2022 year-end. Tax receipts will be sent to donors before March.

**c. 2023 Budget:** Naomi presented the draft 2023 budget and provided a Statement of Library Reserves at the meeting.

**11. Closed Session:**

MOTION: To move into a closed session for the following reasons under the Public Libraries Act 16 (4):

(a) The security of property of the Board.

(b) Labour relations or employee negotiations.

MOVED: Doug Rodgers    SECONDED: Kathy Hughes. CARRIED.

Enter into closed session: 6:40pm

Exit closed session: 6:52pm

MOTION: That the draft 2023 budget be submitted to the Town, that it include the proposed contract extension, and that project partners be asked to also support the extension.

MOVED: Kathy Hughes    SECONDED: Bronwyn Kaiser    CARRIED.

12. **Old Business:** None.

13. **New Business:**

a. **Council Code of Conduct:**

Town By-Law 04-2023 Council and Code of Conduct passed February 15<sup>th</sup> and will apply to Library Board Members. Board Members were provided a copy by email. Kathy will review major changes at the March meeting, and there will be a confidentiality and conflict of interest form to sign.

b. **Board Meeting Schedule:**

MOTION: To approve the Board meeting schedule for 2023.

MOVED: Jen Bergevin    SECONDED: Bronwyn Kaiser    CARRIED.

c. **Orientation:**

There was no further discussion regarding Board orientation materials.

14. **Adjournment:** MOTION to adjourn at 7:00pm. MOVED: Bronwyn Kaiser.

Next Meeting:    Thursday, March 23<sup>rd</sup>, 2023

  
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Jessica Freedman, Chair

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