

# Deep River Public Library Board Meeting Minutes



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

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

## 1. Declaration of Pecuniary Interest:

None reported.

## 2. Board Meeting Minutes:

Kathy Hughes noted that Library Board meeting minutes are forwarded to Town Council once they are accepted; and that the Board should therefore ensure that personal or sensitive information is redacted as necessary.

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

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

## 3. Business Arising from the Minutes

- The Board agreed that a discussion of the Conflict-of-Interest form should be brought back to the Board again once the Code of Conduct has been considered.
- The Board confirmed its February recommendation that a legal opinion should be sought regarding connectivity grant obligations.

## 4. Correspondence:

- The Ontario Library Service invitation for governance training for new and returning library board members was discussed; with a reminder from Naomi to Board Members to register according to their availability.
- Communications from patrons via email and Facebook Messenger regarding Drag Queen storytime were received as information only.  
The Board noted that the library does not have a clear policy regarding correspondence: specifically, the extent to which patrons have an expectation of privacy or confidentiality regarding their communications with the Library and how to address this.

**MOTION:** That the Library CEO be requested to investigate options for a correspondence policy and bring recommendations back to the Board.

**MOVED:** Kathy Hughes      **SECONDED:** Bronwyn Kaiser      **CARRIED**

## 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. **2022 Annual Report:** Naomi provided an overview of her 2022 Annual Report. Board Member discussed:

- Achievement highlights including the library Strategic Plan, renovations to the children's area, the new library website, the local history project and the Board voting to adopt a Fines Free service model.
- Appreciation for past long-term Board members Lucy Yamazaki, Phil Davis, Anne Hutton, and Ann Marie McInall.
- The positive change experienced post-pandemic with the return of the library volunteers and increased community-focused library programs.

Kathy Hughes proposed that the Board have a motion to release this report to Town Council when the minutes are sent on (post-budget). The Board expressed its compliments to the CEO on an excellent Annual Report and the library achievements it highlights.

- b. **2023 Work Plan:** Naomi provided an overview of the library 2023 Work Plan. Board Members discussed:

- The positive impact of the visualized plan on understanding the library's activities, objectives, and progress.
- The value that this tool has in enabling the library to achieve current planned outcomes and anticipate upcoming needs (such as those arising from the new Long Term Care Facility etc.).

The Board observed that there would be oversight value in highlighting items that have budget consequences; and requested that the Work Plan be circulated electronically.

- c. **February 2023 Monthly Report:** Naomi provided an overview of her monthly report for February 2023. Board Members discussed:

- The Drag Queen storytime event and the resulting community impact. The Board noted that, whilst the event may have seen some controversy, it was pleased by the overall response and level of support.
- Both the Board and library staff's intent to consider lessons learned for future programs. The Board specifically highlighted the need to ensure that library staff felt safe in such situations.
- The need to ensure that library space use decisions include focus on logistical or practical factors (such as group size, and the comfort of participants and other library patrons regarding noise levels etc.)
- That the Board should address a future challenge to the use of library spaces by ensuring that this use aligns with the Library Vision.

**7. Treasurer's Report:**

- a. **February Statements:** Naomi reviewed the financial statements and general ledger reports for February 2023 as included in the Board meeting package, noting that the 2022 year-end has still not been completed.

The Board noted that no large expenses of concern and that the Library's operating budget has not yet gone to Council, as this happens when the Town's budget is approved.

**8. Old 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, with the expectation that the Board Members understand their obligations. The Board discussed the copy provided and Kathy Hughes reviewed changes and clarifications to the Code of Conduct. These included a new confidentiality requirement, and the clarification of improper use of influence to include advantages beyond financial benefit.

MOTION: That the Board adopts the Town By-Law 04-2023 Council and Code of Conduct passed February 15<sup>th</sup>, 2023.

MOVED: Kathy Hughes      SECONDED: Aliya Ebrahim      CARRIED

**9. Procedural By-law**

The Town of Deep River Procedural By-Law 31-2022 (Governance and Regulation of Council Proceedings) and its applicability to the Library Board was discussed. The Board Chair, Jennifer Freedman undertook to do a presentation to the Board highlighting the aspects most critical to the Library Board.

**10. New Business:**

- a. **Staff presentation: Candice Hersak**

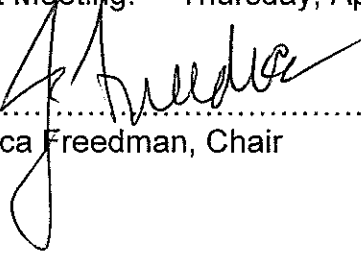
Candice Hersak was introduced to the Board in her role as the Library Assistant: Children's Services. She shared the program's past achievements and future goals, which include exciting plans for increasing teen participation and involvement. The Board noted the community's positive reception of the week-end children's program and the take-home play and craft kits. The Board also highlighted the need to reach members of the community having the perception of the library as a quiet place that is therefore not child friendly. The posting of a Facebook video/audio of the children's library area on a "loud" day was suggested!

- b. **Volunteer appreciation party:**

The Board wholeheartedly supported the scheduling of a Spring volunteer appreciation party. The Board agreed to an informal canvas of interest and opinions of participating volunteers with a proposed party timing for end of May. The possibility of renting the Yacht and Tennis club was discussed, with a request for a preliminary budget and planning proposal for the next Board Meeting.

**11. Adjournment:** MOTION to adjourn at 7:00pm. MOVED: Aliya Ebrahim

Next Meeting: Thursday, April 20<sup>th</sup>, 2023 at 5:15pm



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Jessica Freedman, Chair