

Deep River Public Library Board Meeting Minutes



Date: Thursday, May 25, 2023 5:15pm
Location: Library Program Room

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

1. Declaration of Pecuniary Interest:

None reported.

2. Board Meeting Minutes:

Kathy Hughes noted a correction to the minutes: that the Board had agreed that progress against the Work Plan 2023 should be reported on a quarterly basis.

MOTION: That the corrected minutes of April 20, 2023 be accepted.

MOVED: Jessica Freedman **SECONDED:** Jen Bergvin **CARRIED**

3. Business Arising from the Minutes

- Naomi confirmed that the Library cannot partner with Mackenzie Community School to screen "Women Talking" due to the school's license constraints; and
- that the first Work Plan 2023 Quarterly Report was ongoing.

4. Correspondence:

Correspondence from Doug Barnard was received, requesting an opportunity to discuss revising the policy giving exclusive use of the Deep River Library Program Room to the Library Arts Committee during the period September through June for a period of two weeks.

The Board met with Doug Barnard and heard the details of his request. The Board agreed that the Library Arts Committee should have an opportunity to provide input before further discussion or making a decision.

5. Friends of the Library (FOTL) Report

Naomi reported that the FOTL Book Sale had been very successful, and the Library's funded new dishwasher and folding tables were much admired by the Board.

6. Library Report:

a. March 2023 Monthly Report:

Naomi provided an overview of her monthly report for April 2023. The Board discussed:

- The likely loss of support from the Canada Summer Jobs program for the student position that runs the Library summer reading club programs. Naomi shared that the Library is adjusting what can be offered with the Student Page summer schedule; but the Board also suggested that other means of directly funding the student position should be explored.
- The request from Jodie Primeau that the Library consider writing a letter to Council outlining the need for community spaces. The Board agreed that the Library should offer to provide its own data from program usage as this could be particularly helpful to support an objective analysis.

7. Treasurer's Report:

a. March Statement

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

b. Budget 2023 Update

Naomi noted that the Library budget went to the Town public meeting on 10 May (and would go to Council at the end of the month); and that no further Board approval of the budget is presently required.

8. Old Business:

a. Volunteer Appreciation Party

Naomi provided feedback on cost estimates for hosting the party at a few local venues. The Board agreed that, given the preference for a venue with outside facilities, it would be preferable to delay the party (and necessary planning) until early Fall, well after bug season.

b. Board Correspondence Procedures

The Board discussed the revised draft procedure and suggested that an action-based schematic flowchart could be helpful for further clarity. The Board proposed that the procedure be piloted in October/November, to test its use in a variety of circumstances.

c. Procedural Bylaw (read with the Library Bylaws, below in New Business)

See below 9a.

9. New Business:

a. Library Bylaws 1-4 review

The Board discussed the Library Bylaws, highlighting the need to support and reflect Deep River's diversity with services in relevant languages other than English and French, where possible. The lack of ESL services in the area was also noted.

b. Collection Development Policy review

The Board reviewed the Policy and proposed a revision to the process for appealing a CEO decision for the reconsideration of materials, hence ensuring that a complainant would receive a response at a meeting open to the public where the Board and CEO rule jointly on the appeal.

The Board also discussed the need to revisit the policy on 3rd party use of Public Library program rooms.

MOTION: That the CEO review and revise the Collection Development Policy as discussed.

MOVED: Kathy Hughes SECONDED: Doug Rodgers CARRIED

c. Ontario Library Service Update

Jen Bergevin provided key notes to the Board from the in-person OLS Library Board Governance training session regarding:

- the use of consent agendas as a tool to improve the efficiency of Board meetings. The Board supported this and proposed a trial run implementing this for the next Board meeting.
- the need for the Board to champion performance measurement and progress tracking and also to have a forward focus on "charting the future".
- the requirement for all Board members to complete AODA training by October.


Samantha Johnson shared youth-focused strategic considerations such as the beneficial impact of a library Youth Advisory Board (and the requirement for a Terms of Reference for this). The Board proposed that this initiative be revisited in September. The Board also discussed enabling the creation of teen-focused spaces and the possible need to challenge existing space allocation to achieve this. The Board asked Naomi to take the Board's enthusiasm for youth-based initiatives back to Library staff.

d. Scheduling of Christine Leon, Town Treasurer

Naomi proposed meeting with Christine Leon to discuss several issues including the reserve process and the Town-Library financial relationship. Inclusion of this discussion on the agenda of the next Board meeting (June 22nd) was proposed.

10. Adjournment: MOTION to adjourn at 7:19pm. MOVED: Bronwyn Kaiser

Next Meeting: Thursday, June 22nd, 2023 at 5:15pm


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Jessica Freedman, Chair

