Deep River Public Library
Board Meeting Minutes

Date: Thursday, February 20th at 5:15pm
Location: Library Program Room

Board Members:		**Status:**
Jen Bergevin	Vice Chair	Present
Steve D'Eon		Present
Jessica Freedman	Chair	Present
Kathy Hughes	Council Rep	Present
Samantha Johnson		Present
Bronwyn Kaiser	Secretary	Apologies
Doug Rodgers		Present
Naomi Balla-Boudreau	CEO	Present

1. **Acceptance of the Agenda**
   Discussion of the Seniors Active Living Centre project was added to New Business as item 6b, including a closed session to discuss labour relations.
   MOTION: To accept the Agenda as amended.
   MOVED: Doug Rodgers SECONDED: Kathy Hughes CARRIED

2. **Declaration of Pecuniary Interest**
   None reported.

3. **Presentations**
   None scheduled.

4. **Consent Agenda:**
   a. Acceptance of the Minutes of the January 9th Board Meeting – *deferred*
   b. Business Arising from the Minutes – *deferred*
   c. Correspondence:
      i. FOPL & OLA Pre-Budget Submission
      ii. Town of Deep River Recreation and Culture Master Plan Survey
      iii. FOPL & OLA: Voting for Libraries Toolkit, Info Session and Podcast
         1. Ontario Elections Toolkit

   MOTION: To receive the correspondence items included in the February 20th consent agenda.
   MOVED: Kathy Hughes SECONDED: Doug Rodgers CARRIED

   d. Friends of the Library Report: None at this time.
   e. Library Report:
      i. Monthly Report: January 2025
      ii. Circulation trend report
   f. Treasurer's Report:
      i. January Financial Statements
      ii. December 2024 Financial Statements (not final)

MOTION: That the reports included in the February 20th consent agenda be received.

MOVED: Jen Bergevin SECONDED: Sam Johnson CARRIED

5. Old Business

a. Volunteer Appreciation Party

Members discussed the January 18th party. Thanks to all who organized and helped on the day of. Feedback was very positive. Although more than 65 attended, lower attendance may have been due to illnesses circulating and winter weather. Going forward we will further consider food presentation, handing out/mailing some invitations (limited due to postal strike), and making the event appealing to our teen volunteers.

b. Governance Survey Summary

Results from the summary were reviewed. The CEO will implement the recommended actions, including identifying levels of library stakeholder engagement and sharing our procedure for CEO evaluation.

Jen Bergevin left the meeting at 5:55pm.

c. 2025 Operating Budget update

The 2025 budget went to Council on February 19th. Naomi reviewed changes made (since approved by the Board January 9th) to library wages and facility costs with updated information from Town departments. Members discussed library funding comparators.

6. New Business

a. 2024 Annual Report

Staff presented a first draft of our 2024 Annual Report, to be approved at our March Board meeting.

b. Seniors Active Living Centre (SALC) update

The Town's application, which would see the library as SALC hub, was successful, with resources available to help establish the SALC before the March 31st fiscal year-end.

MOTION: To move into a closed session for the following reasons under the Public Libraries Act 16.1 (4): labour relations or employee negotiation.

MOVED: Kathy Hughes SECONDED: Steve D'Eon CARRIED

Enter into closed session: 6:22pm.
Exit closed session: 6:29pm.

Anticipating increased use of the already-busy library program room with SALC activities, the Board requested a report on current use and emphasized the importance of installing soundproof room dividers, if they are approved in the 2025 capital budget.

7. Adjournment

MOTION: To adjourn at 6:36pm. MOVED: Steve D'Eon

Next Meeting: Thursday, March 20th at 5:15pm

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Jessica Freedman, Chair