Deep River Public Library
Board Meeting Minutes

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

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

1. **Acceptance of the Agenda**

MOTION: To accept the Agenda as presented.
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:

MOTION: To accept the Minutes of the January 9th and February 20th Board Meetings.
MOVED: Kathy Hughes SECONDED: Doug Rodgers CARRIED

b. Business Arising from the Minutes:

i. Procedure for CEO Evaluation
ii. Program Room usage report.

MOTION: That the Management Committee determine the process for CEO evaluation, to be completed by the end of September 2025.
MOVED: Kathy Hughes SECONDED: Jen Bergevin CARRIED

c. Correspondence:

i. FOPL: Voting for Libraries Toolkit: Post Election (March 4, 2025)
The Board recommended inviting our new MPP, Billy Denault, to visit the Deep River Library.

MOTION: To receive the correspondence item included in the March 20th consent agenda.
MOVED: Jessica Freedman SECONDED: Kathy Hughes CARRIED

d. Friends of the Library Report: March 2025 Update.
e. Library Report:
   i. Monthly Report: February 2025
   ii. Quarterly review of work plan
   iii. Library comparison report and introduction
   Board members received the comparison report and recommended further discussion at the April meeting.
f. Treasurer's Report:
   i. February Financial Statements

MOTION: To receive the reports included in the March 20th consent agenda.
MOVED: Doug Rodgers SECONDED: Jen Bergevin CARRIED

5. Old Business

a. 2024 Deep River Public Library Annual Report

MOTION: To accept the 2024 Annual Report and that a copy be forwarded to the Mayor and CAO with an offer to appear if they wish.
MOVED: Kathy Hughes SECONDED: Doug Rodgers CARRIED

6. New Business

a. Annual review of Health and Safety of Staff policy

b. Annual review of Safety, Security and Emergencies policy

The Board agreed to add "health and safety" as a standing item on Board meeting agendas, given the Board's overall responsibility for safety.

MOTION: To approve both the HR-05 Health and Safety of Staff and the OP-12 Safety, Security and Emergencies policies.
MOVED: Jessica Freedman SECONDED: Jen Bergevin CARRIED

7. Adjournment

MOTION: To adjourn at 6:20pm. MOVED: Jen Bergevin

Next Meeting: Thursday, April 17th at 5:15pm

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Jessica Freedman, Chair