

Deep River Public Library

Board Meeting Minutes



Date: Thursday, September 18th, 2025 5:15pm
Location: Deep River Health Team Building Meeting Room

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

1. Acceptance of the Agenda

MOTION: That the Agenda be approved as amended (to reflect date change).
MOVED: Kathy Hughes SECONDED: Samantha Johnson CARRIED

2. Declaration of Pecuniary Interest

None reported.

3. Presentations

The Board received the presentation of the draft 2024 Audited Financial Statements by KPMG and Elaine Taylor, Director of Finance/Treasurer for the Town.

MOTION: To approve the 2024 audited Financial Statements as presented.
MOVED: Kathy Hughes SECONDED: Sam Johnson CARRIED

MOTION: That the Chair and CEO sign the Representation Letter from KMPG LLP on behalf of the Board.
MOVED: Kathy Hughes SECONDED: Sam Johnson CARRIED

4. Consent Agenda:

a. Acceptance of the Minutes

MOTION: To accept the Minutes of the June 19th Board meeting as reviewed.
MOVED: Doug Rodgers SECONDED: Jen Bergevin CARRIED

b. Correspondence

MOTION: To receive the correspondence items included in the September 18th consent agenda.
MOVED: Kathy Hughes SECONDED: Sam Johnson CARRIED

c. Library Report:

- i. June - August, 2025
- ii. Workplan Quarterly Review

- d. Treasurer's Report
 - i. August Financial Statements

MOTION: To receive the reports included in the August 18th consent agenda.
MOVED: Doug Rodgers SECONDED: Jen Bergevin CARRIED

5. Health & Safety Report

The Board received the verbal report from the CEO.

6. Old Business

- a. HR-02 Employee Service Recognition Policy

The Board approved the Policy with some minor edits.

MOTION: To approve the HR-02 Employee Service Recognition Policy as amended.
MOVED: Jessica Freedman SECONDED: Bronwyn Kaiser CARRIED

7. Closed Session

The Board moved into Closed Session at 7:01pm

MOTION: To move into closed session for the following reasons under the Public Libraries Act 16 (4): labour relations or employee negotiations.
MOVED: Jessica Freedman SECONDED: Doug Rodgers CARRIED
The Board moved out of Closed Session at 7:18pm

8. New Business

- a. Capital Budget Requests

MOTION: To approve the Library Building Capital Budget Request submission to Town Council
MOVED: Doug Rodgers SECONDED: Bronwyn Kaiser CARRIED

9. Adjournment.

MOTION to adjourn at 7:32 pm.

MOVED: Jen Bergevin

Next Meeting: Thursday, October 16th, 2025 at 5:15pm

.....
Jessica Freedman, Chair