



**Township of Douro-Dummer
Agenda for a Public Library Board Meeting**

Tuesday, March 11, 2025, 4:00 p.m.

	Pages
1. Call to Order	
2. Disclosure of any Pecuniary Interest	
3. Approval of February 11, 2025 Minutes	1
4. Business Arising from Minutes:	
4.1 Friends of the Library	
4.2 Art Gallery Committee	
4.3 Policy Committee	
4.3.1 DD-OP-015 Inclement Weather and Unscheduled Closures	5
5. Financial Report	
6. Librarian Reports:	
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6.2 Report to Board: Operations and Projects	9
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9. Closed Session	
10. Adjournment	

11. Next Meeting:

(DRAFT)

Minutes of the Township of Douro-Dummer Public Library Board Meeting

February 11, 2025, 4:00 PM

Present:

**Thomas Watt
Darla Milne
Georgia Gale-Kidd
Diane Bonner
Tina Fridgen**

Staff Present

Library CEO Maggie Pearson

1. Call to Order

With a quorum of the Board being present, the Secretary called the meeting to order at 3:58 PM.

2. Disclosure of any Pecuniary Interest

The Chair reminded members of the Board of their obligation to declare any pecuniary interest they might have. None were declared.

3. Approval of December 10, 2024 Minutes

Resolution Number 01-2025

Moved by: Darla Milne

Seconded by: Diane Bonner

That the December 10, 2024 draft minutes be approved.

Carried

4. Business Arising from Minutes:

4.1 Friends of the Library

Verbal Report from Georgia Gale-Kidd: Upcoming Speaker Series on February 15th will be "Night Witches: Russian Women Pilots of WWII" given by Gwen Tyron. The March 15th speaker will be local artist Rob Niezen, whose art will also hang from March 4th – April 29th in the gallery; Tina Fridgen will present on frogs for the April Speaker Series. May will be the annual plant and book sale, with speaker to be determined.

4.2 Art Gallery Committee

Verbal report from Tina Fridgen: Current installation of Paul Nabuurs work is enjoying success. Upcoming show will be local artist Rob Niezen with installation date scheduled for March 4th and show removal date scheduled for April 29th. Niezen's artist talk will take place Saturday March 15th from 1PM – 3PM. Tina Fridgen has applied to have a show in May and June; the library CEO will assess her application together with other members of the Art Gallery Committee. The plan for summer months remains to bring local student work into the space. The Lakefield Arts Collective has requested another group show for September and October 2025.

Resolution Number 02-2025

Moved by: Tom Watt

Seconded by: Darla Milne

That these committee reports be accepted for information.

Carried

5. Financial Report Dated December 31, 2024

Resolution Number 03-2025

Moved by: Diane Bonner

Seconded by: Tom Watt

That the financial report be accepted for information.

Carried

6. Librarian's Reports:

6.1 Report to Board: Stats Dec 2024 & Jan 2025

6.2 Report to Board: Projects and Operations

Resolution Number 04-2025

Moved by: Tina Fridgen

Seconded by: Darla Milne

That the library assistant move up one step in their pay grid following their performance review.

Carried

Resolution Number 05-2025

Moved by: Diane Bonner

Seconded by: Tina Fridgen

That these Librarian reports be accepted for information.

Carried

7. New Business:

7.1 Strategic Plan

Verbal report from Maggie Pearson: The Board has been assigned an OLS consultant for the project, who is scheduled to meet with the CEO this week to scope the project and create a timeline; the CEO will report back on this at the next meeting.

8. Correspondence

9. Closed Session

10. Adjournment

Resolution Number 06-2025

Moved by: Tom Watt

That the meeting be adjourned at 4:44PM

Carried

11. Next Meeting:

Tuesday March 11, 2025 4:00PM

Chair, Georgia Gale-Kidd

Secretary, Maggie Pearson

Township of Douro-Dummer Public Library

Policy Type: **Operational**

Policy Title: **Inclement Weather and Unscheduled Closures**

Policy Number: DDPL-OP-015

Policy Approval Date: Created and Adopted March 2025

Date of Next Review: June 2029

Policy Statement: To provide guidelines for the Douro-Dummer Public Library regarding the closure of the library in the event of inclement weather, facilities and/or utilities disruption, and/ or poor road conditions. The purpose of this policy is to outline roles and responsibilities in situations where the Douro-Dummer Public Library temporarily suspends or curtails operations due to any of the abovementioned events.

Section 1: Responsibility

The CEO, or staff member working in the role as CEO designate, is responsible for deciding and communicating any non-openings, delayed openings, or early closures of the library. Closures will be communicated by social media and the library website (if in service).

Section 2: Conditions warranting closures

Non-emergency closing: Failure of heating/cooling equipment during periods of extreme weather, lack of electrical power, lack of computers available at staff service points for an extended period, or inadequate staffing levels.

Section 3: Non-openings, delayed openings or early closings:

In the event of inclement weather the decision to close will be based upon:

- General conditions of roads
- Condition of parking lots and walkways
- Availability of staff to open and operate the library
- Requests for closure by local or provincial agencies
- Severe Weather Warning(s) as issued by Environment Canada
- Municipal declaration of Significant Weather Event
- Closure of other municipal facilities

If the Library closes prior to the scheduled closing time, all employees already present at work shall be paid for the remainder of their shift. Library operations will be resumed when feasible.

Report to: Douro-Dummer Public Library Board

Subject: Monthly Report – February 2025

From: Maggie Pearson, CEO

Dated: March 1st 2025

	December 2024	January 2025	February 2025	February 2024
Books	448	635	621	537
Literacy Kits	3	1	1	0
Audiobooks	3	5	2	0
DVDs	35	62	21	18
InterLibrary Loans	7	18	13	21
Magazines	9	19	15	13
Public Computer Usage	32	49	45	47
Total Resource Usage (no e-resources)	538	790	718	637
Total E-Book usage	437	491	451	513
Total resource usage	975	1281	1169	1150
Volunteer hours	9	19	15	10
Outreach Contacts (posts and shares)	N/A	N/A	19	N/A
Library Visits in Person	239	379	455	228
Overdrive users	96	110	118	104
Program Attendance	156	161	217	157
New Library Patrons	1	10	13	17
Library Engagement	501	679	837	506

Ongoing Programming:

Weekly Storytime, Weekly Family Art Drop-In, Weekly Italian Conversation Club, Weekly Life Skills Program, Bi-Weekly Homeschool Club, Monthly Writing Club, Adult Book Club; regular class visits.

Upcoming Programming: Friends of the Library Speaker Series (Rob Niezen on Exhibition “Cross Cut”), Family Programming for March Break in partnership with Douro-Dummer Fire Services, LEGO Drop-In, Board Game Drop-In

Volunteers’ projects this month:

Two regular weekly adult volunteer shifts continue for shelving and shelf reading; volunteers continue to assist the Library Assistant/ Clerk in the delivery of the Family Art Drop-In Program

Upcoming holiday hours and staff holidays:

We have included extra family programming over the March break; there are no staff holidays affecting library service hours

MARCH 2025

Douro-Dummer Public Library Programs and Events

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
** Indicates registration is required for this program	Email library@douro-dummer.ca to register			 @douroddummerlib	 @douroddummerlibrary	1 Writing Club 11:00am - 12:30pm 
2	3	4	5 Italian Conversation Club 1-3pm  Family Art Drop-In 4:30-6pm	6 Crafternoon 1-2:30pm 	7 No Storytime LEGO Drop-in 11am-1pm 	8
9	10	11 Home School Club 11am-12:30 pm 	12  Family Art Drop-In 4:30-6pm	13 Family Program: X Marks the Spot 10:30-noon Crafternoon 1-2:30pm 	14  Storytime 10:30-11:30am	15 Speaker Series Presents: Rob Niezen - "Cross Cut" ** 1-3pm
16	17	18	19 Italian Conversation Club 1-3pm  Family Art Drop-In 4:30-6pm	20 Crafternoon 1-2:30pm 	21  Storytime 10:30-11:30am	22 Board Game Drop-in 11am-1 pm 
23	24	25 Home School Club 11am-12:30 pm 	26 Italian Conversation Club 1-3pm  Family Art Drop-In 4:30-6pm	27 Crafternoon 1-2:30pm 	28  Storytime 10:30-11:30am	



Douro-Dummer Public Library

435 Douro 4th Line
Douro-Dummer, Ontario K0L 2H0 | (705)652-8599

www.douroddummerlibrary.ca

Register for Events (**)

By Email:
library@dourodummer.ca

By Phone:
(705)652-8599

Hours

Tuesday
10:00 a.m. - 3:00 p.m.
Wednesday
1:00 p.m. - 7:00 p.m.
Thursday
10:00 a.m. - 3:00 p.m.
Friday
10:00 a.m. - 3:00 p.m.
Saturday
10:00 a.m. - 3:00 p.m.


Sunday: Closed
Monday: Closed

Contact Us

Website:
www.dourodummerlibrary.ca

Email:
library@dourodummer.ca

Phone:
(705) 652-8599

 **Facebook**
@dourodummerlibrary

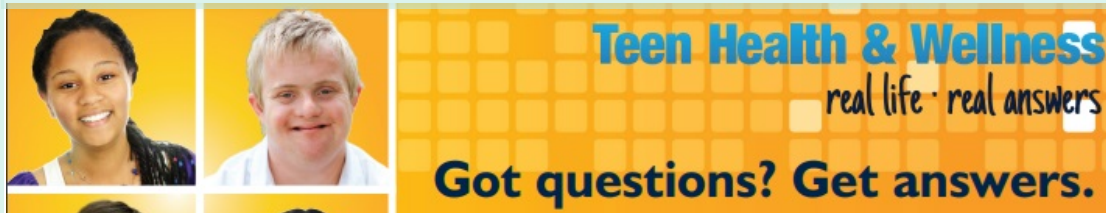
 **Instagram**
@dourodummerlib

WHAT'S HAPPENING AT YOUR LIBRARY?

X Marks The Spot: A Home Treasure Map to Safety for the Whole Family

The Library and Douro-Dummer Fire Services are getting together to talk about home escape plans with families! It's important to know how to get out safely when the smoke alarm beeps, but do you know how to get out and where to meet? Let's learn together! We will have lots of fun creating colourful maps of our homes including escape routes, meeting places, and tips to keep everybody safe. Please call or email the library to register.

New Online Resource: Teen Health and Wellness



Teen Health & Wellness provides middle and high school students with nonjudgmental, straightforward, curricular and self-help support, aligned to national and provincial standards. Topics in the database include: Body Basics, Developmental Disabilities and Disorders, Diversity, Drugs and Alcohol, Eating Disorders, Family Life, Friendship and Dating, Grief and Loss, Mind, Mood, and Emotion, Sexuality and Sexual Health, and more.

To access, go to www.dourodummerlibrary.ca --> Online Collections --> Teen Health and Wellness. Use the barcode on your library card to login. As always, if you have any trouble accessing online resources - ask library staff for help!

What's New in Books?

Adult Fiction

Onyx Storm - Rebecca Yarros
Beautiful Ugly - Alice Feeney
Crash - Freida McFadden
Four Ruined Realms - Mai Corland
Good Dirt - Charmaine Wilkerson
More Or Less Maddy - Lisa Genova
Black Woods, Blue Sky - Eowyn Ivey
Deep End - Ali Hazelwood
Harlem Rhapsody - Victoria Christopher Murray
Last Twilight In Paris - Pam Jenoff

Junior Reads

Fogotten Magic of Zoey Turner - Erin Stewart
Vanished Ones - Chad Lucas
Bird of a Thousand Stories - Kiyash Monsef

Adult Non-Fiction

Good Mother Myth: Unlearning Our Bad Ideas About How To Be A Good Mom - Nancy Reddy
How To Share An Egg : A True Story Of Hunger, Love, And Plenty - Bonny Reichert
Iron Hope - Lessons Learned From Conquering The Impossible - James Lawrence
The Sirens' Call : How Attention Became The World's Most Endangered Resource - Chris Hayes
It Must Be Beautiful To Be Finished: A Memoir Of My Body - Kate Gies

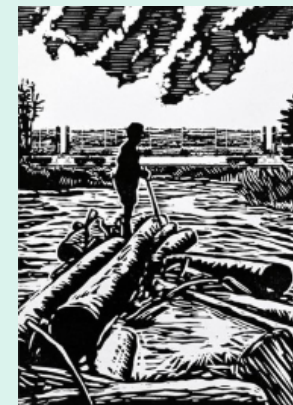
Board and Picture Books

Banana Pop - Sandra Boynton
Your Forest, Farm & Island - Jon Klassen


Special Events

Saturday, March 15
1PM - 3PM

Please join the Friends of the Library in welcoming local artist **Rob Niezen**: painter, printmaker, illustrator and musician. Niezen will speak about his exhibition "Cross Cut", a collection of linocuts which reflects on traditional songs from Ontario with a contemporary perspective. This show will hang in the DDPL Art Gallery from March 5th to April 29th. The gallery is open and accessible during library open hours.



HOME SCHOOL CLUB
Second and Fourth Tuesday of the Month
11:00am-12:30pm
Connect with other home schoolers, develop information literacy and communication skills, get creative, and have fun!
No registration required.

WRITING CLUB 
First Saturday of the Month
11:00am - 12:30pm
Join our adult writing club at any time. No writing experience necessary. Sharing is always optional



Report to: Library Board
From: Maggie Pearson
Date: March 5th, 2025

Synopsis of Report: Monthly Update on Operations and Projects

Recommendation: That the report to inform the Library Board on general operational matters and updates on projects be accepted for information.

- Met with municipal treasurer for budget discussion and inclusion of library in asset management plan; attended 2025 budget deliberation council meeting
- Met with DDPL's assigned OLS consultant to scope deliverables and timeline for strategic plan contract; once the Board has chosen dates for sessions the CEO can move ahead with signing the contract at which point the project work can commence
- Revised Operational Policy DD-OP-015
- Created orders for Spring/Summer 2025 fiction and nonfiction purchases; managed cataloguing, weeding, etc. of general collection including the rotation of the Large Print Pool, DVD Pool
- Following review of database use and licensing renewals adjusted online resource access including to: TumbleBooks and Teen Health and Wellness
- Compiling 2024 library use data for the Annual Survey of Public Libraries in advance of April 30th deadline
- Managed facilities maintenance including snow removal and building access in inclement weather together with maintenance staff
- Managed website content and social media accounts, promoting weekly programs and events; created monthly newsletters and program marketing materials; supported art gallery committee with library website and social media promotion of new show
- Facilitated program delivery, developed March, April program calendar, staff schedule including seasonal staff meeting and staff work plans; began summer program planning including program delivery in partnership with Hospice Norwood

Appendix A: Deliverables and Estimated Timelines

Session Topics	Session Length	Location	Date (approximate)
Introduction to Strategic Planning <ul style="list-style-type: none"> • Components of strategic planning: What is strategic planning and what it is not. • Context setting: What work has been accomplished in the past? (Review of previous action plans) 	1.5 Hours	Virtual	
Community Survey development and distribution (CEO + Consultant)	Discussion between CEO and Consultant	Virtual	
Survey Results Presentation (CEO) & SWOT Analysis Exercise	2 Hours	Virtual	
Mission Statement, Vision Statement, Strategic Priorities, Values	6 hours	In-person	

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