

**Municipality of East Ferris Public Library Board**  
**1257 Village Road, Astorville, ON P0H 1B0**  
**General Meeting February 5th , 2019**  
**Claude Guillemette Resource Room**

**Present:** Erika Lougheed, Christine Joly, Jennifer Laporte, Emily Weiskopf-Ball, Elisha Sloan-Keats, Joyce Effinger

1. Call to order – 3:50 pm

Welcome round table.

2. Approval of the Agenda

Motion 01-19	Motion to approve the agenda for the February 5 <sup>th</sup> , 2019 board meeting with changes	Carried Emily Weiskopf-Ball Christine Joly
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Added 6.d) LEAD team, e) Forest of Reading, f) Vote

3. Approval of the Minutes from December 2018

Motion 02-19	Motion to approve the minutes from December 2018	Carried Elisha Sloan-Keats Emily Weiskopf-Ball
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4. Business arising

Action 1811-01	Administration CEO to put together a welcome package for the new council members	Completed January 2019
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CEO sent new board members a copy of the East Ferris Public Library Business Plan 2018-2022 as well as a copy of “Cut to the Chase – Library Governance at a Glance”.

Action 1812-01	Administration CEO to look into the cost of getting fridge magnets	BF March
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**East Ferris Public Library Board  
1257 Village Rd  
Astorville, Ontario P0H 1B0**

Motion # 06-19

Date: March 5<sup>th</sup> 2019

Motion to approve the minutes from the February 2019 board meeting, with addition - Action item 1902-01.

Moved By: Christine Joly CJ

Seconded By: [Signature] JE

Board recommended that the CEO look into other suppliers as well. I.e Vista Print.

Action 1901-01	Administration CEO to provide a copy of the Public Libraries Act to all board members	BF March 2019
Action 1901-02	Administration CEO to make available electronically all library policies	BF March 2019

CEO would like to make notes in the minutes that there was no meeting in January as 2019 was a municipal election year.

CEO would like to acknowledge the hard work of the Forest of Reading committee. The library would not be able to have such a successful program

#### 5. Approval of Accounts Payables

Motion 03-19	Motion to approve the accounts payables for January 2019 and December 2018	Carried Elisha Sloan-Keats Joyce Effinger
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#### 6. New Business

Arran met with Ferris Glen to talk about the Forest of Reading Program. Arran was also asked questions regarding library hours and program.

The board discussed briefly the points brought up. I.e Sunday hours.

CEO will be making up a newsletter regarding our programs, services and policies (specifically that participation in our programs does not require a library card) to distribute to Ferris Glen who will then forward to their parents.

##### 6.a)

Motion 04-19	Motion to approve the Children and Youth Services Policy as amended	Carried Christine Joly Joyce Effinger
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##### 6.b)

The CEO applied to the Federal Summer Student grant. A question came up as to when we find out. This is the first time the CEO as applied this grant and will inquire. One of the conditions of the grant is that it must be the only one applied for, for a particular position. The point was brought up that the CEO could still apply to the Provincial Summer Experience Program if a completely difference job was

created. The grant requires that the employer provide a full time position. CEO is not entirely sure that there would be enough work to sustain another full time summer position.

#### 6.c) Budget

Board felt that without year-end actuals, it will be difficult to start a budget discussion. CEO indicated to the board that the year-end actuals are not available yet. As soon as they are available, they will also be made available to the board.

#### 6.d) LEAD team

The LEAD team made approximately \$545 from the poinsettia sale and \$220 from the Christmas concert. New up and coming projects: Community Yard Sale, Carnival Top Chef contest. The group has also partnered with the Knights of Columbus to help them with their annual steak dinner and auction. The dinner will be held on April 22<sup>nd</sup>. They will also be able to put a donation box at the entrance of the Community Centre during the annual Trade Show.

#### 6.e) Forest of Reading

The program is rolling along. Around 100 signed up. They have 2 new members that have joined.

#### 6.f) Vote

Motion 04-19	Motion to approve the following Library board positions: Emily Weiskopf-Ball : Secretary Christine Joly: Chair Elisha Sloan-Keats: Vice-Chair Jason Trottier: Treasurer	Carried Erika Lougheed Joyce Effinger
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#### 7. CEO report

Circulation stats are produced automatically on the first of every month. The first was on Saturday and the CEO was in Toronto at the OLA Super Conference. Producing a CEO report for the first Tuesday of the month can be challenging. CEO recommended that the report be put together in a better way and circulated mid-month on a regular basis.

CEO provided a brief summary of statistics. Unfortunately the original report that is produced from JASI is very difficult to read and requires a lot of re-formatting. This is temporary. Ontario Library Service North is working on a better web-based reporting module. CEO is optimistic that this will be in place very soon.

#### 8. Closing of Meeting -5;50pm

#### 9. Next meeting – March 5<sup>th</sup> at 4pm

List of Actions

Action 1812-01	Administration CEO to look into the cost of getting fridge magnets	BF March 2019
Action 1901-01	Administration CEO to provide a copy of the Public Libraries Act to all board members	BF March 2019
Action 1901-02	Administration CEO to make available electronically all library policies	BF March 2019
Action 1902-01	CEO to make a newsletter and distribute to Ferris Glen. To be included are pertinent policy summaries. Ie. free membership for students.	BF April 2019

Chairperson \_\_\_\_\_

Secretary \_\_\_\_\_