

Municipality of East Ferris Public Library Board
1257 Village Road, Astorville, ON P0H 1B0
General Meeting November 6th , 2018
Claude Guillemette Resource Room

Present: Terry Kelly, Christine Joly, Emily Weiskopf-Ball, Jennifer Laporte

Regrets: Roberta Bedard, Elisha Sloan-Keats

1. Call to order – 4:02 pm

2. Approval of the Agenda

Motion 18-40	Motion to approve the agenda for the October 2018 board meeting with additions	Carried Emily Weiskopf-Ball Christine Joly
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3. Approval of minutes from October 2018

Motion 18-41	Motion to approve the minutes from the October 2018 board meeting	Carried Terry Kelly Emily Weiskopf-Ball
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4. Business Arising

Action 1809-03	Administration CEO to hire a new Library Program Coordinator	BF December 2018
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CEO has posted the job on the Job Bank, Indeed, our website, Facebook and Nip U's job placement platform.

Action 1809-04	Administration CEO to create a report for library revenue	BF January 2019
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CEO presented the Year to Date report as created by the municipality. Although the report does not show each entry, it gives the total for each revenue line. From there, the net revenue thus far is calculated. CEO will start a more detailed report in 2019.

Action 1803-05	Volunteerism Library board discussed developing a group of volunteers to help with various library tasks.	Completed November 2018
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CEO has created a poster outlines tasks and time commitments to potential volunteers. It has been posted in the library, on the website and on the Facebook page.

5. Approval of the accounts payable

Motion 18-42	Motion to approve the accounts payables from September 2018	Carried Christine Joly Emily Weiskopf-Ball
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6. New Business

a) Summer Experience Program

Due to a mistake in the posted job description, the library will have to pay back the Summer Experience Program Grant. The grant required that the employee reach the age of 15 and not yet reached the age of 25 upon commencement of employment.

CEO spoke with Caroline Loiselle, this error will not affect our chances of receiving the grant in the future. The CEO has delayed the hiring of a new library program coordinator, so that those saved wages can be used to pay back the grant.

b) Connectivity

CEO received an announcement from the Southern Ontario Library Service that they received connectivity funding from the Ministry. CEO will be completing and forwarding the claim reimbursement form promptly.

New council members have been voted in. CEO will be putting together a welcome package for them.

Action 1811-01	Administration CEO to put together and forward welcome packages for the new council members	BF December 2018
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The East Ferris Public Library LEAD team poinsettia fundraising sale is starting off well. The public can pre-order poinsettias in a variety of sizes for pick-up on December 1st.

CEO presented monthly report

CEO would like to see a page on the library website for the new LEAD team.

Monica will be sending out letters in the next little while asking board members if they wish to continue to stay on the library board. The library board is a board that is appointed by council, so it's not the job of the CEO to put this in motion.

The East Ferris Fitness center would like to co-purchase some promo magnets with the library. CEO to look into the cost.

Meeting adjourned – 5:15pm

Next meeting December 4th, 2018

Secretary_____

Chair_____

List of Actions

Action 1712-01	Business Plan CEO to remove expense table pertaining to rental of the Municipal Kitchens.	Completed Jan 2018
Action 1712-02	Finance Administration CEO to present a separate report on payroll.	Completed Jan 2018
Action 1712-03	School Visits CEO to discuss programming during class visits.	Completed March 2018
Action 1712-04	Friends of the Library Board to discuss next approach with the Friends group.	Completed March 2018
Action 1712-05	Administration CEO to revise format of minutes and publish them for review at the next board meeting.	Completed Jan 2018
Action 1801-01	School Visits CEO to draft a menu of program items	ON HOLD
Action 1801-02	School Visits CEO to contact Scott Dunn to find out when the next class is coming and what grade	Completed March 2018
Action 1801-03	Friends Group Develop a list of projects that can be presented to the Friends group	Completed April 2018
Action 1803-01	Administration CEO to present a summary of epayment options to the board	Completed April 2018
Action 1803-02	Friends Group Board Chair to draft a letter to the Friends of the Library	Completed April 2018
Action 1803-03	Friends Group Put together a poster to recruit volunteers for the Friends group	Completed April 2018
Action 1803-04	Committee Form a sub-committee for the purpose of reorganizing the back room.	BF December 2018

Action 1803-05	Volunteerism Library board discussed developing a group of volunteers to help with various library tasks.	Completed November 2018
Action 1804-01	Administration Board to motion that CEO may apply to summer student grants that only pay 50% of the wages, knowing wages may have to come from reserves.	BF January 2018
Action 1806-01	Administration CEO to administer space evaluation survey via the Municipal Insight.	Completed September 2018
Action 1806-02	Administration CEO to contact the Municipal office to find out what their cleaning schedule is.	Completed September 2018
Action 1806-03	Administration CEO to draft a staff us of email/social media policy	Completed September 2018
Action 1809-01	Administration CEO to reach out to new Principle of Ferris Glen	Completed October 2018
Action 1809-02	Administration Motion to approve the revised Staff Use of Technology policy	Completed October 2018
Action 1809-03	Administration CEO to hire a new Library Program Coordinator	BF December 2018
Action 1809-04	Administration CEO to create a report for library revenue	BF January 2019
Action 1810-01	Administration CEO to produce a follow up report on the visits from the students from Ferris Glen.	BF December 2018
Action 1811-01	Administration CEO to put together and forward welcome packages for the new council members	BF December 2018