



## **PUBLIC LIBRARY BOARD MEETING**

Minutes of the Virtual Public Library Board Meeting of September 13<sup>th</sup>, 2021

**PRESENT:** Joyce Effinger  
Erika Lougheed, Councillor  
Kari Hanselman, Recording Clerk  
Christine Joly  
Jennifer Laporte, CEO

**EXCUSED ABSENT:** Donna St. Martin, Elisha Sloan-Keats

1. **Call to Order** – Meeting called to order at 4:11 p.m.

2. **Adoption of the Agenda**

Motion No. 2021-40

Moved by Joyce Effinger

Seconded by Erika Lougheed

THAT the draft agenda circulated to the Board and dated September 13<sup>th</sup>, 2021 be hereby adopted as circulated.

CARRIED

3. **Accepting the Minutes of the Previous Meeting(s):**

Motion No. 2021-41

Moved by Joyce Effinger

Seconded by Erika Lougheed

THAT the Minutes of the Public Library Board Meeting held June 7<sup>th</sup>, 2021 be adopted as circulated.

CARRIED

4. **Business Arising from the Minutes:** None for this session

5. **Declaration of Conflict of Interest:** None for this session

6. **Board Reports**

a) **CEO Report**

The Board discussed the CEO Report. Library hours have been extended through September and they are fully open for browsing. Public libraries are not currently included on the list of settings where proof of vaccination is required. The library operated 17 programs over eight weeks with 189 participants. Yard games such as Yardzee and Boche Ball have been added to the collection. The library was nominated for the kindness cruiser through CFCH. The board discussed including funds in the 2022 budget to purchase something to provide shade for next summer.

Motion No. 2021-42

Moved by Joyce Effinger

Seconded by Erika Lougheed

Motion to approve the CEO Report dated September 13<sup>th</sup>, 2021

CARRIED

**7. Correspondence and Information Items:** None for this session

**8. Communication:** None for this session

**9. Action Items**

**a) 2021-01 Accessibility Standards**

Ms. Laporte updated the Board on the wheelchair ramp. She has a meeting schedule with Mr. Trottier next week to discuss OTF funding. The Chief Building Official for the Municipality advised that the ramp was safe but is not up to code. Graspable handrails on both sides are required. The Board further discussed accessibility standards and passed the following two resolutions:

Motion No. 2021-43

Moved by Joyce Effinger

Seconded by Chris Joly

THAT Action Item 2021-01 be updated to include further information on the unknowns with the ramp including what the laws are for getting the ramp up to code and timelines.

CARRIED

Motion No. 2021-44

Moved by Chris Joly

Seconded by Joyce Effinger

WHEREAS on April 12<sup>th</sup> 2021 the East Ferris Public Library Board passed Resolution No. 2021-24 requesting confirmation that the wheelchair ramp at the library complied with the Ontario Building Code.

AND WHEREAS on June 9<sup>th</sup>, 2021 the Chief Building Official for the Municipality advised that the ramp was safe, but requires graspable handrails on both sides in order to comply with the Building Code.

BE IT HEREBY RESOLVED THAT the East Ferris Public Library Board Recommends Council upgrade the handrails at the library in order to comply with the Building Code to ensure the safety of staff and patrons utilizing the ramp.

CARRIED

**10. Approval of Accounts Payable and Financial Reports**

Motion No. 2021-45

Moved by Erika Lougheed

Seconded Joyce Effinger

Motion to approve the accounts payables as per the Cheque Register dated May 1<sup>st</sup>, 2021 through July 31<sup>st</sup>, 2021 and the Financial Statements dated May 1<sup>st</sup>, 2021 through July 31<sup>st</sup>, 2021.

CARRIED

**11. Other Business**

**12. In-Camera:** None for this session

**13. Adjournment**

Motion No. 2021-46

Moved by Chris Joly

Seconded by Joyce Effinger

Motion to adjourn the meeting at 4:55 p.m.

CARRIED

Next Regular Meeting scheduled for October 4<sup>th</sup>, 2021 at 4:00 p.m.

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CHAIR

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RECORDING CLERK

## List of Actions

Action 1812-01	Administration CEO to look into the cost of getting fridge magnets	Completed
Action 1901-01	Administration CEO to provide a copy of the Public Libraries Act to all board members	Completed
Action 1902-01	Administration CEO to make available electronically all library policies	Completed
Action 1902-02	CEO to make a newsletter and distribute to Ferris Glen. To be included are pertinent policy summaries. I.e. free membership for students.	Completed
Action 1903-01	Administration CEO to look into what is involved with a charitable status	Completed
Action 1903-02	Administration CEO to work on producing two plans #1 Floorplan with furniture layout #2 Tech plan	Completed
Action 1905-02	Administration CEO to ensure that a summary of revenue is included in the accounts payables report	Completed
Action 1909-01	Administration CEO draft a policy regarding exhibiting art for sale at the library.	Completed
Action 1912-01	Administration/Board Board members and CEO to prepare a list of ideas for needs/wants at the library.	Completed
Action 1912-02	Administration CEO will provide Forest of Reading statistics	Completed
Action 2002-01	Administration CEO to prepare Marketing Plan by Demographic	Completed
Action 2002-02	Administration CEO to prepare a draft Volunteer Policy	Completed
Action 2002-03	Board Expansions Study Sub-Committee	Completed
Action 2020-04	Administration/Board Prepare insert for tax bills	Completed
Action 2020-05	Councillor Loughheed Prepare letter to Council regarding changes in legislation which now view Libraries and Municipalities as one entity	Completed

Action 2020-06	Administration Prepare written plan listing services offered, contingency plan, meeting demands of community	Completed
Action 2020-07	Administration Prepare written document outstanding business plan priorities, rough timeline for completion	Completed
Action 2020-08	Administration Set up meeting with LEAD Team regarding fundraising	Completed
Action 2020-09	Administration Follow up on Trillium Grant	Completed
Action 2020-10	Administration Follow up of the charitable status strategic plan priorities	Completed
Action 2020-11	Administration CEO to email new principal at St. Thomas d'Aquin	Completed
Action 2020-12	Administration/Board Set meeting dates to complete Strategic Plan review	Completed
Action 2020-13	Administration CEO to prepare draft footwear policy	Completed
Action 2021-01	Administration CEO to ensure library is up to date with accessibility standards -Updated to include information on the law and timelines	BF Oct 2021