



PUBLIC LIBRARY BOARD MEETING

Minutes of the Virtual Public Library Board Meeting May 10th, 2021

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

Christine Joly
Elisha Sloan-Keats
Donna St. Martin

EXCUSED ABSENT: None

1. **Call to Order** – Meeting called to order at 4:04 p.m.

2. **Adoption of the Agenda**

Motion No. 2021-29

Moved by Chris Joly

Seconded by Elisha Sloan-Keats

THAT the draft agenda circulated to the Board and dated May 10th, 2021 be hereby adopted as circulated.

CARRIED

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

Motion No. 2021-30

Moved by Donna St. Martin

Seconded by Erika Lougheed

THAT the Minutes of the Public Library Board Meeting held April 12th, 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 annual survey for the Province has been completed. Program participation had a notable increase. The Federal summer student grant application has been approved. The job advertisement should be out by the end of the week. Ms. Laporte reviewed the collections which were highlighted during the month of April. The unboxing video was successful.

Motion No. 2021-31

Moved by Elisha Sloan-Keats

Seconded by Erika Lougheed

Motion to approve the CEO Report dated May 10th, 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

The Chief Building Official advised the grade and surface of the ramp meet the standards. Mr. Gervais is unsure about the railing, but will look into it and let Ms. Laporte know. The Board discussed whether a cover at the door/ramp upgrades would be something the municipality would pay for. The Board will discuss next steps once all the information is received from the CBO.

10. Approval of Accounts Payable and Financial Reports

Motion No. 2021-32

Moved by Joyce Effinger

Seconded Donna St. Martin

Motion to approve the accounts payables as per the Cheque Register dated March 1st, 2021 through March 31st, 2021 and the Financial Statements dated March 1st, 2021 through March 31st, 2021.

CARRIED

11. Other Business

a) OLS Meeting of April 22nd - Donna

Ms. St. Martin advised the majority of the meeting was focused on elections. A few points were discussed with the Board including, charitable status, strategic planning, used book sales, priorities hours for seniors, and funding for accessibility.

12. In-Camera: None for this session

13. Adjournment

Motion No. 2021-33

Moved by Joyce Effinger

Seconded by Chris Joly

Motion to adjourn the meeting at 4:37 p.m.

CARRIED

Next Regular Meeting scheduled for June 7th, 2021 at 4:00 p.m.

CHAIR

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	BF June 2021