

PUBLIC LIBRARY BOARD MEETING

Minutes of the Virtual Public Library Board Meeting March 1st, 2021

PRESENT: Joyce Effinger
Jennifer Laporte, CEO
Erika Loughheed, Councillor
Kari Hanselman, Recording Clerk
Christine Joly
Elisha Sloan-Keats
Donna St. Martin
Jason Trottier, CAO/Treasurer

EXCUSED ABSENT: None

1. **Call to Order** – Meeting called to order at 4:00 p.m.

2. **Adoption of the Agenda**

Motion No. 2021-16

Moved by Donna St. Martin

Seconded by Joyce Effinger

THAT the draft agenda circulated to the Board and dated March 1st, 2021 be hereby adopted as circulated.

CARRIED

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

Motion No. 2021-17

Moved by Joyce Effinger

Seconded by Chris Joly

THAT the Minutes of the Public Library Board Meeting held February 1st, 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**

CEO Laporte advised this year's mail outs will focus on reader's advisory and their "Book Buzz" publication. The Library gave a live presentation for Les Compagnons' 58th annual Carnaval d'hiver and the session was well attended. East Ferris is the only library in the Blue Sky region to offer French eBook and audiobook sessions. The Board discussed the difficulties of getting teenagers engaged. Chair Joly thanked Ms. Laporte and her staff for their hard work throughout the pandemic.

Motion No. 2021-18

Moved by Donna St. Martin

Seconded by Chris Joly

Motion to approve the CEO Report dated March 1st, 2021

CARRIED

7. Correspondence and Information Items: None for this session

8. Communication: None for this session

9. Action Items: None for this session

10. Approval of Accounts Payable and Financial Reports

Motion No. 2021-19

Moved by Joyce Effinger

Seconded Erika Lougheed

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

CARRIED

11. Other Business

a) Appointment to Ontario Library Service Board

Ms. St. Martin volunteered to join the Board. Chair Joly thanked Ms. St. Martin and stated it would be a good way to learn since she is new to the Board.

b) 2021 Budget

The Board reviewed the budget. There is now a yearly amortization expense for furniture. The non-resident fees received from Chisholm Township were added to revenue.

Motion No. 2021-20

Moved by Joyce Effinger

Seconded Erika Lougheed

Motion to approve the 2021 Budget as prepared by the CEO in the amount of \$156,463.68.

CARRIED

12. In-Camera: None for this session

13. Adjournment

Motion No. 2021-21

Moved by Joyce Effinger

Seconded by Donna St. Martin

Motion to adjourn the meeting at 4:35 p.m.

CARRIED

Next Regular Meeting scheduled for April 12th, 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