

PUBLIC LIBRARY BOARD MEETING

Minutes of the Virtual Public Library Board Meeting January 11th, 2021

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

EXCUSED ABSENT: None

1. **Call to Order** – Meeting called to order at 4:03 p.m.

2. **Adoption of the Agenda**

Motion No. 2021-01

Moved by Joyce Effinger

Seconded by Elisha Sloan-Keats

THAT the draft agenda circulated to the Board as amended and dated January 11th, 2021 be hereby adopted as circulated.

-The Agenda was amended by adding item 11 b) Snowshoe Borrowing and moving 2021 Budget discussions to item 11 c)

CARRIED

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

Motion No. 2021-02

Moved by Joyce Effinger

Seconded by Donna St. Martin

THAT the Minutes of the Public Library Board Meeting held December 14th, 2020 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**

Ms. Laporte went over the CEO Report. Snowshoe circulation is doing well. The second phone line was installed on January 6th. The final copy of the newsletter was not mailed out at the end of December as planned due to the Municipality requiring all financials be submitted by December 22nd. The newsletter will go out again in 2021. The Library has been busy selling Corbeil Books.

Motion No. 2021-03

Moved by Donna St. Martin

Seconded by Erika Lougheed

Motion to approve the CEO Report dated January 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. 2021-04

Moved by Chris Joly

Seconded Donna St. Martin

Motion to approve the accounts payables as per the Cheque Register dated November 1st, 2020 through November 30th, 2020 and the Financial Statements dated November 1st, 2020 through November 30th, 2020.

CARRIED

11. Other Business

a) Fundraising goals for 2021

Ms. Laporte would like to see an online marketplace for used books similar to what Allison the Bookman does. CEO is currently researching methods and logistics for achieving this goal for 2021. The Board also discussed greater promotion of charitable status as a goal for this year. Chair Joly asked if the LEAD Team was still active. Ms. Laporte advised they have been quiet.

b) Snowshoe Borrowing

The Board discussed their options for allowing non-resident members to rent snowshoes and the potential backlash from not allowing it. The Board agreed not to issue any new memberships to anyone who lives outside of our district during lockdown. Ms. Laporte will draft a policy to approve at the next meeting. The Board discussed ways of ensuring library cards are being used appropriately such as photo library cards or stickers indicating ID has been checked.

c) 2021 Budget

Discussions were had regarding vacation entitlements. CEO will prepare a vacation grid for approval at the next meeting. The Board discussed the draft budget with Mr. Trottier. CEO will continue working on the budget for approval at the next meeting.



12. In-Camera (if required) – None for this session

13. Adjournment

Motion No. 2021-05

Moved by Donna St. Martin

Seconded by Elisha Sloan-Keats

Motion to adjourn the meeting at 5:18 p.m.

CARRIED

Next Regular Meeting scheduled for February 1st, 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 Lougheed 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