



**THE CORPORATION OF THE
MUNICIPALITY OF EAST FERRIS
PUBLIC LIBRARY BOARD MEETING**

Minutes of the Virtual Public Library Board Meeting November 2nd, 2020

PRESENT: Joyce Effinger
Elisha Sloan-Keats
Donna St. Martin
Kari Hanselman, Recording Clerk

Christine Joly
Jennifer Laporte, CEO

EXCUSED ABSENT: Erika Lougheed

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

2. Adoption of the Agenda

Motion No. 2020-94

Moved by Joyce Effinger

Seconded by Elisha Sloan-Keats

THAT the draft agenda circulated to the Board dated November 2nd, 2020 be hereby adopted as circulated.

CARRIED

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

Motion No. 2020-95

Moved by Chris Joly

Seconded by Joyce Effinger

THAT the Minutes of the Public Library Board Meeting held September 15th, 2020 and the Minutes of the Special Meeting held October 5th, 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

The Board discussed the CEO Report. The first round of newsletter mailouts was sent out. The newsletter included promo pieces for free resume printing and the Corbeil Book. The Halloween Virtual Escape room was far reaching and successful. Staff have noticed a change in patron's usage patterns. The Board discussed changing opening hours to address the change in library usage. The Board decided to keep the hours the same for now and review at the next meeting. Chair Joly asked about offsite login for Ancestry. CEO will look into it.

Motion No. 2020-96

Moved by Chris Joly

Seconded by Elisha Sloan-Keats

Motion to approve the CEO Report dated November 2nd, 2020

CARRIED

7. Correspondence and Information Items: None for this session

8. Communication: None for this session

9. Action Items

a) 2020-12 – Set meeting dates for Strategic Plan review

The Strategic Plan review was complete at the Special Meeting on October 5th, 2020. Action Item completed.

b) 2020-13 – Footwear Policy

The Board reviewed and updated the draft Footwear Policy. Discussions were had regarding costs for mat rental, janitorial services, etc. CEO would like municipal input as it is a municipally owned building. Chair Joly suggested a canopy/awning over the front entrance to stop the elements from entering the building. The footwear policy was approved as amended.

Motion No. 2020-97

Moved by Donna St. Martin

Seconded Elisha Sloan-Keats

Motion to approve the Footwear Policy as amended.

CARRIED

10. Approval of Accounts Payable and Financial Reports

Motion No. 2020-98

Moved by Joyce Effinger

Seconded Donna St. Martin

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

CARRIED

11. Other Business

a) Meeting with LEAD Team Summary

CEO advised the meeting was short and the LEAD Team was advised that a Third-Party Fundraising Policy is on the way.

b) Approve Progressive Discipline Policy

Motion No. 2020-99

Moved by Joyce Effinger

Seconded Elisha Sloan-Keats

Motion to approve the Progressive Discipline Policy.

CARRIED

c) Third Party Fundraising Policy

CEO would like to wait to see if Councillor Loughheed has any feedback on the policy before the Board approves. A draft policy was approved by the Board.

Motion No. 2020-100

Moved by Chris Joly

Seconded Donna St. Martin

Motion to approve the draft Third-Party Fundraising Policy.

CARRIED

d) Social Media Policy

The Board reviewed the Social Media Policy. Definition of “authorized external contributors” was requested. The Board approved the Social Media Policy as amended.

Motion No. 2020-101

Moved by Joyce Effinger

Seconded Elisha Sloan-Keats

Motion to approve the Social Media Policy as amended.

CARRIED

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

13. Adjournment

Motion No. 2020-102

Moved by Joyce Effinger

Seconded by Chris Joly

Motion to adjourn the meeting at 5:29 p.m.

CARRIED

Next Regular Meeting scheduled for December 14th, 2020 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