



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

Minutes of the Virtual Public Library Board Meeting September 15<sup>th</sup>, 2020

**PRESENT:** Joyce Effinger  
Erika Lougheed, Councillor  
Kari Hanselman, Recording Clerk  
Carla Zabek, Labour and Employment Lawyer  
Christine Joly  
Jennifer Laporte, CEO

**EXCUSED ABSENT:** Elisha Sloan-Keats

**1. Call to Order** – Meeting called to order at 4:01 p.m.

**2. Adoption of the Agenda**

Motion No. 2020-82

Moved by Joyce Effinger

Seconded by Chris Joly

THAT the draft agenda circulated to the Board dated September 15<sup>th</sup>, 2020 be hereby adopted as circulated.

CARRIED

**3. In-Camera Session**

Motion No. 2020-83

Moved by Joyce Effinger

Seconded by Erika Lougheed

THAT this meeting proceeds In-Camera at 4:01 p.m. under Section 16.1(4) of the Public Libraries Act, 1990 in order to address a matter pertaining to labour relations or employee negotiations.

CARRIED

Motion No. 2020-84

Moved by Erika Lougheed

Seconded by Joyce Effinger

THAT we do now adjourn this In-Camera meeting at 4:26 p.m. and return to our regular session.

CARRIED

**4. Resolution as a result of In-Camera session (if any):** None for this session

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

Motion No. 2020-85

Moved by Joyce Effinger

Seconded by Chris Joly

THAT the Minutes of the Public Library Board Meeting held July 28<sup>th</sup>, 2020 and the Minutes of the Special Meeting held August 20<sup>th</sup>, 2020 be adopted as circulated.

CARRIED

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

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

**8. Board Reports**

**a) CEO Report**

The Board discussed the CEO Report. The donation button is now live on the website. Ms. Laporte intends to apply for the Resilient Communities Fund prior to the December 2<sup>nd</sup> deadline. Councillor Lougheed suggested setting up an appointment with the Trillium Foundation to discuss the application. The Board would like to see stats on programming and video views as part of the CEO Report.

Motion No. 2020-86

Moved by Joyce Effinger

Seconded by Chris Joly

Motion to approve the CEO Report dated September 15, 2020

CARRIED

**9. Correspondence and Information Items:**

**a) Library Board vacancy**

Notice for the vacancy has been posted on the Municipality's website.

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

**11. Action Items**

**a) 2020-08 – Meeting with the LEAD Team regarding fundraising before September 2020**

This Action Item is now completed. The CEO will provide a summary of the meeting with the LEAD Team at the next regular Library Board meeting.

**b) 2020-10 – Administration – Charitable status strategic plan priorities**

This Action Item is now complete. The donate button is live on the website. One donation has already been received via the website. Promotion of the new charitable status will be promoted in the newsletter, Facebook, etc. Ms. Effinger suggested setting up a trust account for any large donations that may be received. Ms. Laporte will contact surrounding municipalities to see what their policies are regarding large donations.

**c) 2020-11 – CEO to reach out to St. Thomas d’Aquín principal**

This Action Item is now completed. CEO sent a letter to both school principals in the community reminding them of what services the library offers to students.

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

Strategic Plan meeting set for October 5<sup>th</sup>, 2020 at 4:00 p.m. Regular Meeting scheduled for November 2<sup>nd</sup>, 2020 at 4:00 p.m.

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

Motion No. 2020-87

Moved by Chris Joly

Seconded Joyce Effinger

Motion to approve the accounts payables as per the Cheque Register dated June 1<sup>st</sup>, 2020 through July 31<sup>st</sup>, 2020 and the Financial Statements dated June 1<sup>st</sup>, 2020 through July 31, 2020.

CARRIED

**13. Other Business**

**a) Reference and Information Policy**

Motion No. 2020-88

Moved by Joyce Effinger

Seconded Erika Loughheed

THAT the East Ferris Public Library Board approve the Reference and Information Policy as amended.

CARRIED

**b) Safety, Security and Emergencies Policy**

Motion No. 2020-89

Moved by Chris Joly

Seconded Joyce Effinger

THAT the East Ferris Public Library Board approve the Safety, Security and Emergencies Policy as amended.

CARRIED

**c) Footwear in the Library Policy**

Motion No. 2020-90

Moved by Chris Joly

Seconded Joyce Effinger

THAT the East Ferris Public Library Board directs the CEO to prepare a draft footwear policy to be reviewed at the meeting on November 2, 2020 (Action Item No. 2020-13).

CARRIED

**d) Set meeting dates for remainder of 2020**

-Discussed under item 11. d)

#### **14. Adjournment**

Motion No. 2020-91

Moved by Chris Joly

Seconded by Joyce Effinger

Motion to adjourn the meeting at 5:22 p.m.

CARRIED

Special Meeting scheduled for October 5<sup>th</sup>, 2020 at 4:00 p.m. to discuss the Strategic Plan. Next Regular Meeting scheduled for November 2<sup>nd</sup>, 2020 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	BF Sept 2020
Action 2020-13	Administration CEO to prepare draft footwear policy	BF November 2020