



opening as well as a plan for if the library has to stay closed. CEO advised she will compile a document and share with the Board by the end of the week.

Motion No. 2020-31

Moved by Emily Weiskopf-Ball

Seconded by Joyce Effinger

Motion for the CEO to prepare a document outlining what services are currently being offered, a contingency plan for staying closed, and how the library will meet the demands of the community going forward (Action Item 2020-06).

CARRIED

**7. Correspondence and Information Items – None for this session**

**8. Communication – None for this session**

**9. Action Items**

- a) **1903-01 – Charitable Status – No update**
- b) **1912-02 – CEO will provide Forest of Reading Statistics – Completed**
- c) **2002-02 – Prepare Draft of Volunteer Policy – Completed**
- d) **2002-01 – Prepare Marketing Plan by Demographic – Completed**
- e) **2020-04 – Administration to prepare inserts for tax bills – Not Completed Deadline to get this to municipality is July 1<sup>st</sup>.**  
Inserts for the tax bill will be prepared and will highlight what services and programs the library is currently offering.
- f) **2020-05 - Prepare letter to Council regarding changes in legislation which now view Libraries and Municipalities as one entity. – Not completed**  
Councillor Loughheed advised that she will prepare a motion for the next Council meeting.

**10. Approval of Accounts Payable**

Motion No. 2020-32

Moved by Erika Loughheed

Seconded by Christine Joly

Motion to approve the accounts payables as per Cheque Register dated March 1<sup>st</sup>, 2020 through March 31<sup>st</sup>, 2020.

CARRIED

## **11. Other Business**

### **a) Approval of the Volunteer and Personnel Policy**

Motion No. 2020-33

Moved by Joyce Effinger

Seconded by Elisha Sloan-Keats

Motion to approve the following policies:

- Volunteer Policy
- Personnel Policy

CARRIED

### **b) Motions for Actions Items**

Motion No. 2020-34

Moved by Emily Weiskopf-Ball

Seconded by Elisha Sloan-Keats

That all Action Items be voted upon, numbered, and recorded by the recording clerk.

CARRIED

Motion No. 2020-35

Moved by Joyce Effinger

Seconded by Emily Weiskopf-Ball

That the CEO prepare a report outlining what priorities in the library's business plan have been completed, which are outstanding, and a rough timeline/plan for completion of the outstanding items. (Action Item 2020-07)

CARRIED

### **c) Opening – Summer – Provincial Directive**

Discussed under CEO Brief

### **d) Food Safety Course**

CEO advised that she did not complete the course as it does not apply to the library. CEO has drafted a Food and Drink Policy that addresses food and drink issues at the library. This policy will be added to the agenda for the next regular meeting.

### **e) Student Grants – Provincial and Federal**

Discussed under CEO Brief

## **12. In-Camera**

Motion No. 2020-36

Moved by Erika Loughheed

Seconded by Joyce Effinger

That this meeting proceeds In-Camera at 5:26 p.m. in order to address a matter pertaining to labour relations or employee negotiations.

CARRIED

The Public Library Board went to an In-Camera meeting to discuss labour relations.

Motion No. 2020-37

Moved by Joyce Effinger

Seconded by Erika Lougheed

That we do now adjourn this In-Camera meeting at 6:03 p.m. and return to our regular session.

CARRIED

The Chair has yet to set up a meeting with the Skills Development Advisor from OLSN as the Board needs to decide what services they require.

**13. Adjournment**

Motion No. 2020-38

Moved by Erika Lougheed

Seconded by Elisha Sloan-Keats

Motion to adjourn the meeting at 6:08 p.m.

CARRIED

Special meeting scheduled for May 19<sup>th</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	Outstanding
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	BF July 1, 2020
Action 2020-05	Councillor Loughheed Prepare letter to Council regarding changes in legislation which now view Libraries and Municipalities as one entity	BF May 26, 2020 Council meeting
Action 2020-06	Administration Prepare written plan listing services offered, contingency plan, meeting demands of community	BF May 8, 2020
Action 2020-07	Administration Prepare written document outstanding business plan priorities, rough timeline for completion	BF June 2, 2020