

THE CORPORATION OF THE MUNICIPALITY OF EAST FERRIS

PUBLIC LIBRARY BOARD MEETING

Minutes of the Virtual Public Library Board Meeting May 5th, 2020

PRESENT: Joyce Effinger

Jennifer Laporte, CEO Elisha Sloan-Keats

Emily Weiskopf-Ball Erika Lougheed, Councillor

Christine Joly

Kari Hanselman, Recording Clerk Jason Trottier, CAO/Treasurer

EXCUSED ABSENT:

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

2. Adoption of the Agenda

Motion No. 2020-29

Moved by Joyce Effinger

Seconded by Elisha Sloan-Keats

THAT the draft agenda circulated to the Board dated May 5th, 2020 be hereby adopted as circulated.

CARRIED

3. Accepting of the Minutes from April 7th, 2020 and April 21st, 2020

Motion No. 2020-30

Moved by Christine Joly

Seconded by Joyce Effinger

THAT the Minutes of the Public Library Board Meeting held April 7th, 2020 and the Minutes of the Special Meeting held April 21st, 2020 be adopted as circulated.

CARRIED

- **4.** Business Arising None for this session
- 5. **Declarations of Conflicts of Interest** None for this session
- 6. Board Reports

a) CEO Brief – Planning for opening

CEO advised that opening hinges on provincial directive. Ms. Laporte has been in discussions with other libraries regarding stages for opening. A main concern is lack of access to PPE and keeping staff and patrons safe. Ms. Effinger suggested a contingency plan for not opening would be beneficial. Councillor Lougheed shared with the Board a workplan format for staff. The Board would like to see a written plan for

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 1st.
 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 Lougheed advised that she will prepare a motion for the next Council meeting.

10. Approval of Accounts Payable

Motion No. 2020-32

Moved by Erika Lougheed

Seconded by Christine Joly

Motion to approve the accounts payables as per Cheque Register dated March 1st, 2020 through March 31st, 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 Lougheed

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 th , 2020 at 4:00 p.m.		
CHAIR	RECORDING CLERK	

List of Actions

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	2020-07	Prepare written document outstanding	
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