



**THE CORPORATION OF THE  
MUNICIPALITY OF EAST FERRIS**

**PUBLIC LIBRARY BOARD MEETING**

Minutes of the Public Library Board Meeting January 7<sup>th</sup>, 2020  
East Ferris Community Centre, Astorville

**PRESENT:** Joyce Effinger Emily Weiskopf-Ball  
Christine Joly Jennifer Laporte, CEO  
Erika Lougheed, Councillor  
Kari Hanselman, Recording Clerk

**EXCUSED ABSENT:** Elisha Sloan-Keats

**1. Call to Order** – Meeting called to order at 4:02 p.m.

**2. Adoption of the Agenda**

Motion No. 2020-01

Moved by Joyce Effinger

Seconded by Emily Weiskopf-Ball

THAT the draft agenda as amended and presented to the Board dated January 7<sup>th</sup>, 2020 be hereby adopted as circulated.

-The agenda was amended by changing '2019' to '2020'.

CARRIED

**3. Accepting of the minutes from December 3<sup>rd</sup>, 2019**

Motion No. 2020-02

Moved by Chris Joly

Seconded by Emily Weiskopf-Ball

THAT the Minutes of the Public Library Board Meeting held December 3<sup>rd</sup>, 2019 be adopted as circulated.

CARRIED

**4. Declaration of Conflict of Interest** – None for this session

**5. Business Arising**

**a) LEAD Team – MOU approved and signed**

The Memorandum of Understanding between the LEAD team and the Library has been approved and signed by both parties. The coffee bar has been ordered and should be completed by early February.

**b) Forest of Reading**

Ms. Weiskopf-Ball advised that the book keeping system has been working to keep organized. Discussions were had regarding sponsorship recognition. The group is still awaiting the annual donation from the municipality.

**c) Art Display Policy**

The Board reviewed the Art Display Policy as provided by the CEO.

Motion No. 2020-03

Moved Joyce Effinger

Seconded by Chris Joly

That the East Ferris Public Library Board approve and adopt the Art Display Policy as amended. The policy was amended by adding “non-profit” before the word “groups” in the second paragraph.

CARRIED

**6. Board Reports**

**a) CEO Report**

The Board reviewed the CEO Report for this meeting. Discussions were had regarding thanking the Health Unit and Wasi Ski Club for the snowshoes they provided. The Charitable Status application is still showing as in progress. Discussions were had regarding reconfiguring the layout of the library in order to better serve patrons. Ms. Effinger would like to know how many people will be attending the adult board gaming events.

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

**8. Action Items**

**a) 1903-01 – Charitable status – Rules saved and circulated**

The Board discussed issuing receipts for donations, including in-kind donations.

**b) 1912-01 – List prep for Lead Team**

The Board had a brief brainstorming session regarding their wish list for the library. The LEAD team is meeting this Saturday to create their list.

**9. Approval of Accounts Payable**

Motion No. 2020-04

Moved by Joyce Effinger

Seconded by Erika Loughheed

Motion to approve the accounts payables as per Cheque Register dated November 1<sup>st</sup>, 2019 through November 30<sup>th</sup>, 2019.

CARRIED

## **10. Other Business**

### **a) Communication**

The Board discussed having 'Communication' as a standing agenda item. The Chair suggested the library have a visual display of events in order to keep patrons informed of upcoming events. The Board discussed different methods for sharing the information, including an electronic sign board at the entrance of the library.

### **b) Health and Safety**

Ms. Weiskopf-Ball shared with the Board concerns about the number of shoes at the entrance and accessibility issues. Concerns were also raised about the cleanliness of the washroom at times. The Board discussed ways to reduce the amount of mud and dirt that accumulates at the front in the winter months and how to create a more organized entrance.

**11. In-Camera** – None for this session

## **12. Adjournment**

Motion No. 2020-05

Moved by Joyce Effinger

Seconded by Erika Loughheed

Motion to adjourn the meeting at 5:50 p.m.

CARRIED

Next meeting scheduled for February 4<sup>th</sup>, 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 March 2019
Action 1901-01	Administration CEO to provide a copy of the Public Libraries Act to all board members	Completed March 2019
Action 1902-01	Administration CEO to make available electronically all library policies	Completed March 2019
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 April 2019
Action 1903-01	Administration CEO to look into what is involved with a charitable status	BF November 2019
Action 1903-02	Administration CEO to work on producing two plans #1 Floorplan with furniture layout #2 Tech plan	Completed June 2019
Action 1905-02	Administration CEO to ensure that a summary of revenue is included in the accounts payables report	Completed June 2019
Action 1909-01	Administration CEO draft a policy regarding exhibiting art for sale at the library.	Completed January 2020
Action 1912-01	Administration/Board Board members and CEO to prepare a list of ideas for needs/wants at the library.	BF January 2020
Action 1912-02	Administration CEO will provide Forest of Reading statistics	BF April 2020