



EAST FERRIS PUBLIC LIBRARY BOARD MEETING

Minutes of the East Ferris Public Library Board Meeting of April 1st, 2025
Municipal Office Council Chambers at 3:30 p.m.

PRESENT: Joyce Effinger, Chair
Christine Joly
Lisa Dupuis
Donna St. Martin
Jennifer Laporte, Library CEO
Kari Hanselman, Secretary
Kim Rose, Deputy Clerk, East Ferris

EXCUSED ABSENT: Lauren Rooyakkers, Council Representative

1. **Call to Order** – Meeting called to order at 3:30 p.m.
2. **Land Acknowledgment** – Chair Effinger read the land acknowledgment.
3. **Adoption of the Agenda**

Motion No. 2025-28

Moved by Christine Joly

Seconded by Lisa Dupuis

THAT the draft agenda circulated to the Board and dated April 1st, 2025 be hereby adopted as amended by adding an In-Camera Item under Section 16.1(4)(d) of the Public Libraires Act – labour relations or employee negotiations.

CARRIED

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

Motion No. 2025-29

Moved by Christine Joly

Seconded by Donna St. Martin

THAT the Minutes of the Public Library Board Meeting held March 3rd, 2025 be adopted as circulated.

CARRIED

5. **Business Arising from the Minutes:** None for this session
6. **Declarations of Conflict of Interest:** None for this session



7. 2024 Financial Statement Presentation – Baker Tilly SNT LLP

Jessica Dion, Municipal Auditor, presented the 2024 Financial Statements to the Board.

Motion No. 2024-30

Moved by Lisa Dupuis

Seconded Christine Joly

THAT the East Ferris Public Library Financial Statements for the year ended December 31st, 2024 be accepted as prepared by Baker Tilly, SNT LLP, Municipal Auditors.

CARRIED

8. CEO Report

The CEO reviewed the April 2025 CEO Report with the Board.

Motion No. 2025-31

Moved by Christine Joly

Seconded by Lisa Dupuis

Motion to approve the CEO Report dated April 1st, 2025.

CARRIED

9. Correspondence and Information – None for this session

10. Communications – None for this session

11. Action Items

a) Policy Review

i) **Hours of Work and Disconnecting Policy**

ii) **Personnel Policy**

iii) **Compensation, Benefits, Vacations and Leaves Policy**

The Board briefly reviewed the above three policies. Chair Effinger wants to ensure all policies are compliant with applicable legislation and ask Kim Rose to review. Ms. Rose advised she will speak with the CAO. An external review from an HR professional may be required.



12. Approval of Accounts Payable and Financial Reports

Motion No. 2025-32

Moved by Christine Joly

Seconded by Lisa Dupuis

Motion to approve the accounts payables as per the Cheque Register dated February 1st, 2025 through February 28th, 2025 and the Financial Statements through February 28th, 2025.

CARRIED

13. Other Business

a) Resolution: Appoint Kim Rose as Secretary

Motion No. 2025-33

Moved by Christine Joly

Seconded by Donna St. Martin

That the East Ferris Public Library Board appoints Kim Rose as the Acting Secretary of the Board while Kari Hanselman is on leave.

CARRIED

14. Items for Council

None for this session.

15. In-Camera (if required)

Motion No. 2025-34

Moved by Donna St. Martin

Seconded by Christine Joly

THAT this meeting proceeds to In-Camera session at 4:47 p.m., under Section 16.1 (4)(d) of the Public Libraries Act, 1990 in order to address a matter pertaining to labour relations or employee negotiations.

CARRIED

Motion No. 2025-35

Moved by Donna St. Martin

Seconded by Christine Joly

THAT we do now adjourn this In-camera meeting at 4:56 p.m. and return to our regular session.

CARRIED



Motion No. 2025-36

Moved by Lisa Dupuis

Seconded by Christine Joly

That the East Ferris Public Library Board approves a change in opening hours to 9:30 a.m. to 2:30 p.m. on Saturdays effective April 12th, 2025.

CARRIED

16. Adjournment

Motion No. 2025-37

Moved by Lisa Dupuis

Seconded by Christine Joly

Motion to adjourn the meeting at 4:58 p.m. and meet again on May 6th, 2025

CARRIED

CHAIR

RECORDING CLERK