



EAST FERRIS PUBLIC LIBRARY BOARD MEETING

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

PRESENT: Joyce Effinger, Chair
Christine Joly
Jennifer Laporte, Library CEO
Lauren Rooyakkers, Council Representative (via Zoom)
Lisa Dupuis
Kim Rose, Secretary

EXCUSED ABSENT: Donna St. Martin

1. **Call to Order** – Meeting called to order at 3:34 p.m.
2. **Land Acknowledgment** – Chair Effinger read the land acknowledgment.
3. **Adoption of the Agenda**

Motion No. 2025-68

Moved by Christine Joly

Seconded by Lauren Rooyakkers

THAT the draft agenda circulated to the Board and dated December 1st, 2025 be hereby adopted as circulated.

CARRIED

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

Motion No. 2025-69

Moved by Lauren Rooyakkers

Seconded by Christine Joly

THAT the Minutes of the Public Library Board Meeting held November 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. **CEO Report:**

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



Motion No. 2025-70

Moved by Lisa Dupuis

Seconded by Christine Joly

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

CARRIED

8. Correspondence and Information – None for this session

9. Communications – None for this session

10. Action Items

a) Christmas Bonus

Motion No. 2025-71

Moved by Lauren Rooyakers

Seconded by Christine Joly

THAT, as per the 2025 Budget, the Board approves the 2025 Annual Staff Christmas Bonus in the amount of \$75.00 per employee.

CARRIED

b) Policy Approval:

The Board discussed policies HR1 and HR4 and agreed to bring these items forward to the February meeting of the Board. The CEO will ensure that the amendments are made prior to this meeting.

11. Approval of Accounts Payable and Financial Reports

Motion No. 2025-72

Moved by Christine Joly

Seconded by Lisa Dupuis

Motion to approve the accounts payables as per the cheque register dated October 1st, 2025 through October 31st, 2025 and Financial Statements through October 31st, 2025.

CARRIED

12. Other Business:

a) Policy Review: HS1, HS2 and HS3

The Board discussed the draft Health & Safety policies. Members agreed on amendments, and will bring forward to the February meeting of the Board for approval. The CEO will bring forward another 2 policies for discussion in February.



b) Silent Auction Update

The CEO advised a silent auction will be in place for the donated artworks, as the Library is unable to apply for a lottery licence. The CEO will advertise the auction on social media, the library website and to patrons.

c) 2026 Budget Discussion

The CEO will bring forward a draft 2026 Budget for the Board's review at the next meeting of January 5th, 2026.

13. Items for Council

Lauren Rooyakkers has a list of items that will be brought forward to Council at its next regular meeting of December 9th, 2025.

14. In-Camera

Motion No. 2025-73

Moved by Lauren Rooyakkers

Seconded by Christine Joly

THAT this meeting proceeds to In-Camera session at 4:33 p.m., under Section 16.1 (4)(d) of the Public Libraries Act, R.S.O. 1990, in order to address a matter pertaining to labour relations or employee negotiations regarding the CEO Performance Appraisal results.

Motion No. 2025-74

Moved by Christine Joly

Seconded by Lisa Dupuis

THAT we do now adjourn this In-Camera meeting at 4:41 p.m. and return to our regular session.

15. Adjournment

Motion No. 2025-75

Moved by Lauren Rooyakkers

Seconded by Lisa Dupuis

Motion to adjourn the meeting at 4:43 p.m. and meet again on January 5th, 2026.

CARRIED

CHAIR

RECORDING CLERK