



## **EAST FERRIS PUBLIC LIBRARY BOARD MEETING**

Minutes of the Public Library Board Meeting of February 5<sup>th</sup>, 2024  
Municipal Office Council Chambers at 3:30 p.m.

**PRESENT:** Christine Joly Donna St. Martin (via Zoom)  
Lisa Dupuis Joyce Effinger, Chair  
Jennifer Laporte, CEO Lauren Rooyakkers, Council Representative  
Kari Hanselman, Secretary Jason Trottier, Treasurer

**EXCUSED ABSENT:** None

**1. Call to Order** – Meeting called to order at 3:30 p.m.

**2. Land Acknowledgment**

**3. Adoption of the Agenda**

Motion No. 2024-08

Moved by Christine Joly

Seconded by Donna St. Martin

THAT the draft agenda circulated to the Board and dated February 5<sup>th</sup>, 2024 be hereby adopted as circulated.

CARRIED

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

Motion No. 2024-09

Moved by Lisa Dupuis

Seconded by Lauren Rooyakkers

THAT the Minutes of the Public Library Board Meeting held January 8<sup>th</sup>, 2024 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 shared the report with the Board. The Flea Market is planned for May 4<sup>th</sup>, 2024. The library is partnering with Les Compagnons and hosting a story time and craft activity on February 7<sup>th</sup>. The library is also looking for help to build a party kit.



Motion No. 2024-10

Moved by Chris Joly

Seconded Lisa Dupuis

Motion to approve the CEO Report dated February 5<sup>th</sup>, 2024.

CARRIED

8. **Correspondence and Information Items:** None for this session

9. **Communication:** None for this session

10. **Action Items**

a) **2023-01 (Strategic Plan)**

The subcommittee has been working with OLS on the draft plan. The feedback received from OLS was shared with the Board. The subcommittee will provide the Board with a copy of the draft plan and operational documents for the March meeting. The Board decided to produce the plan in English only.

b) **2023-03 (Research Francophone Community Grants Program)**

The grant application deadline is March 11<sup>th</sup>, 2024. The Board has been provided with the guidelines for the grant and will look into applying.

11. **Approval of Accounts Payable and Financial Reports**

Motion No. 2024-11

Moved by Lauren Rooyakkers

Seconded Joyce Effinger

Motion to approve the accounts payables as per the Cheque Register dated December 1<sup>st</sup>, 2023 through December 31<sup>st</sup>, 2023 and the Financial Statements through December 31<sup>st</sup>, 2023.

CARRIED

12. **Other Business**

a) **2024 Budget**

The Board reviewed the draft budget. The budget was approved and will form part of the minutes for this meeting.



Motion No. 2024-12

Moved by Chris Joly

Seconded Lisa Dupuis

THAT the East Ferris Public Library Board approved the 2024 budget in the amount of \$215,491.80.

CARRIED

**b) Retention Policy**

This Board will continue to use Teams for document retention.

**c) OTF Grant Update**

The contract for work has been signed. The Treasurer is waiting to hear back with regards to the cabinetry. The work must be completed by April 30<sup>th</sup>. Updates on the work will now form part of the CEO Report.

**13. Items for Council**

Deputy Mayor Rooyakkers has noted a few items she will share with Council.

**14. In-Camera (if required):** None for this session

**15. Adjournment**

Motion No. 2024-13

Moved by Donna St. Martin

Seconded by Chris Joly

Motion to adjourn the meeting at 5:03 p.m. and meet again on March 4<sup>th</sup>, 2024 at 3:30 p.m.

CARRIED

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CHAIR

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RECORDING CLERK



### List of Actions

Action 2023-01	Board Strategic Plan	Ongoing
Action 2023-03	CEO Research Francophone Community Grants Program	For 2024