



EAST FERRIS PUBLIC LIBRARY BOARD MEETING

Minutes of the Virtual Public Library Board Meeting of November 7th, 2022

PRESENT: Christine Joly
Joyce Effinger
Kari Hanselman, Recording Clerk
Donna St. Martin
Jennifer Laporte, CEO

EXCUSED ABSENT: Erika Lougheed, Elisha Sloan-Keats

OTHERS IN ATTENDANCE: None

1. **Call to Order** – Meeting called to order at 4:03 p.m.
2. **Land Acknowledgment** – Chair Joly read the land acknowledgment

3. **Adoption of the Agenda**

Motion No. 2022-51

Moved by Joyce Effinger

Seconded by Donna St. Martin

THAT the draft agenda circulated to the Board and dated November 7th, 2022 be hereby adopted as circulated.

CARRIED

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

Motion No. 2022-52

Moved by Chris Joly

Seconded by Donna St. Martin

THAT the Minutes of the Regular Public Library Board Meeting held September 12th, 2022 be adopted as circulated.

CARRIED

5. **Business Arising from the Minutes:** None for this session

6. **Declaration of Conflict of Interest:** None for this session



7. Board Report

a) CEO Report

The CEO reviewed the CEO Report with the Board which included pre and post Covid circulation highlights. The Library now accepts payment by debit and credit card.

Motion No. 2022-53

Moved by Donna St. Martin

Seconded by Joyce Effinger

Motion to approve the CEO Report dated November 7th, 2022.

CARRIED

8. Correspondence and Information Items: None for this session

9. Communication: None for this session

10. Action Items

CEO advised that the newsletter with the link to the online survey should be sent out by tomorrow.

Motion No. 2022-54

Moved by Donna St. Martin

Seconded by Chris Joly

THAT the East Ferris Public Library Board change the account name Early Years Program Costs to Program Costs.

CARRIED

11. Approval of Accounts Payable and Financial Reports

Motion No. 2022-55

Moved by Chris Joly

Seconded Donna St. Martin

Motion to approve the accounts payables as per the Cheque Register dated August 1st, 2022 through September 30th, 2022 and the Financial Statements dated August 1st, 2022 through September 30th, 2022.

CARRIED



12. Other Business

a) Motion OMERS

Motion No. 2022-56

Moved by Donna St. Martin

Seconded Chris Joly

THAT a start date of August 8th, 2022 be approved for the East Ferris Public Library Board's contribution to the OMERS Pension Plan for the Assistant Librarian.

CARRIED

b) Personnel Policy – Paid leave amendments

The Board did not amend the policy. Paid sick leave will be based on current provincial policies. If there is no specific policy the maximum time that will be paid at the employees' regular rate will be five days.

c) Orientation Package

Motion No. 2022-57

Moved by Joyce Effinger

Seconded Donna St. Martin

THAT the East Ferris Public Library Board approves the Orientation Package

CARRIED

d) Legacy Document

Motion No. 2022-58

Moved by Joyce Effinger

Seconded Donna St. Martin

THAT the East Ferris Public Library Board approves the Legacy Document Policy.

CARRIED



e) Board Orientation and Training Package

Motion No. 2022-59

Moved by Chris Joly

Seconded Donna St. Martin

THAT the East Ferris Public Library Board approves the Board Orientation and Training Package.

CARRIED

13. In-Camera: None for this session

14. Adjournment

Motion No. 2022-60

Moved by Chris Joly

Seconded by Donna St. Martin

Motion to adjourn the meeting at 5:10 p.m.

CARRIED

CHAIR

RECORDING CLERK



List of Actions

Action 2021-01	Administration CEO to ensure library is up to date with accessibility standards -Updated to include information on the law and timelines	Completed
Action 2021-02	Administration CEO to look into what is required for municipal history archiving	Completed
Action 2021-03	Administration CEO to communicate with the LEAD Team	Completed
Action 2022-01	Administration CEO to complete follow up of community survey status	BF Oct 3/22