



EAST FERRIS PUBLIC LIBRARY BOARD MEETING

Minutes of the Public Library Board Meeting of December 4th, 2023
Municipal Office Council Chambers at 3:00 p.m.

PRESENT: Christine Joly
Donna St. Martin
Lisa Dupuis
Joyce Effinger, Chair
Lauren Rooyakkers, Council Representative
Jennifer Laporte, CEO
Kari Hanselman, Municipal Clerk
Jason Trottier, Municipal CAO/Treasurer

EXCUSED ABSENT: None

1. **Call to Order** – Meeting called to order at 3:00 p.m.
2. **Land Acknowledgment** – Chair Effinger read the land acknowledgment.
3. **Adoption of the Agenda**

Motion No. 2023-63

Moved by Lauren Rooyakkers

Seconded by Lisa Dupuis

THAT the draft agenda circulated to the Board and dated December 4th, 2023 be hereby adopted as circulated.

CARRIED

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

Motion No. 2023-64

Moved by Lisa Dupuis

Seconded by Christine Joly

THAT the Minutes of the Public Library Board Meeting held November 6th, 2023 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 (November and December)

Motion No. 2023-65

Moved by Donna St. Martin

Seconded Chris Joly

Motion to approve the CEO Reports dated November 6th and December 4th, 2023.

CARRIED

8. Correspondence and Information Items: None for this session

9. Communication: None for this session

10. Action Items

a) 2023-01 (Strategic Plan)

Motion No. 2023-66

Moved by Donna St. Martin

Seconded Lauren Rooyakkers

Motion to approve the creation of a sub-committee consisting of Board members Chris Joly and Lisa Dupuis, and CEO, Jennifer Laporte, for the purpose of creating a first draft of the Strategic Plan which will be shared with the Board at the February 2024 Board Meeting.

And further that the sub-committee will report back to the board with a meeting date with the Ontario Library Service.

CARRIED

Motion No. 2023-67

Moved by Chris Joly

Seconded Lisa Dupuis

THAT the East Ferris Public Library Board formally request the services offered by Ontario Library Service to assist the Board with the creation of the 2023-2027 Strategic Plan.

CARRIED

The sub-committee will review the guiding principles of the strategic plan to ensure all Board members are in agreement.

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



11. Approval of Accounts Payable and Financial Reports

Motion No. 2023-68

Moved by Donna St. Martin

Seconded Chris Joly

Motion to approve the accounts payables as per the Cheque Register dated October 1st, 2023 through October 31st, 2023 and the Financial Statements through October 31st, 2023.

CARRIED

12. Other Business

a) Resolution – Christmas Bonus

The Board will re-consider the annual Christmas bonus amount during the 2024 budget deliberations.

Motion No. 2023-69

Moved by Chris Joly

Seconded Donna St. Martin

THAT the Board approves the 2023 Annual Staff Christmas Bonus in the amount of \$50.00 per employee.

CARRIED

b) Review performance appraisal template

The performance review template received from the consultants will be used for the current job performance review of the CEO.

c) OTF Grant Update

The shed has been delivered. The RFP for the interior work closes today at 4:30 p.m. The CAO will be bringing a report to Council to award the work to the successful bidder.

d) Board-CEO Partnership Policy

Motion No. 2023-70

Moved by Lisa Dupuis

Seconded Donna St. Martin

THAT the East Ferris Public Library Board approves the Board-CEO Partnership Policy with the approved changes.

CARRIED



e) The Purpose of the Board Policy

Motion No. 2023-71

Moved by Lauren Rooyakkers

Seconded Christine Joly

THAT the East Ferris Public Library Board approves the Purpose of the Board Policy with the approved changes.

CARRIED

f) Formally asking OLS for help with Strategic Plan

Motion passed under Agenda Item 10.a.

g) Data retention

The Board discussed alternatives to Microsoft Teams. The CEO and Chair will discuss options and report back to the Board at the next meeting. The CEO will also draft a retention policy for the Board to review at the next meeting.

13. Items for Council

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

14. In-Camera: None for this session

15. Adjournment

Motion No. 2023-72

Moved by Donna St. Martin

Seconded by Lauren Rooyakkers

Motion to adjourn the meeting at 4:19 p.m. and meet again on January 8th, 2024 at 3:30 p.m.

CARRIED

CHAIR

RECORDING CLERK



List of Actions

Action 2022-01	Administration CEO to complete follow up of community survey status	Completed
Action 2023-01	Board Strategic Plan	Ongoing
Action 2023-02	CEO Contact LEAD Team Re: dissolution Add: Financial review (Board)	Completed
Action 2023-03	CEO Research Francophone Community Grants Program	For 2024
Action 2023-04	CEO/Board Prepare resolution to advocate for increased funding	Completed
Action 2023-05	Board/CEO Updated Mission Statement	Completed
Action 2023-06	CEO Provide Board with Volunteer Hours Statistics	Completed