



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

Minutes of the East Ferris Public Library Board Meeting of December 2<sup>nd</sup>, 2024  
Municipal Office Council Chambers at 3:30 p.m.

**PRESENT:** Christine Joly  
Donna St. Martin  
Joyce Effinger, Chair  
Lauren Rooyakkers, Council Representative  
Jennifer Laporte, Library CEO  
Kari Hanselman, Secretary

**EXCUSED ABSENT:** Lisa Dupuis

1. **Call to Order** – Meeting called to order at 3:33 p.m.
2. **Land Acknowledgment** – Chair Effinger read the land acknowledgment.
3. **Adoption of the Agenda**

Motion No. 2024-53

Moved by Christine Joly

Seconded by Donna St. Martin

THAT the draft agenda circulated to the Board and dated December 2<sup>nd</sup>, 2024 be hereby adopted as amended by adding under Other Business the Recognition/Sympathy/Condolences Policy.

CARRIED

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

Motion No. 2024-54

Moved by Christine Joly

Seconded by Lauren Rooyakkers

THAT the Minutes of the Public Library Board Meeting held November 4<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 reviewed the Strategic Plan Progress Report with the Board.

Motion No. 2024-55

Moved by Christine Joly

Seconded Lauren Rooyakkers

Motion to approve the Strategic Plan Progress Report dated December 2<sup>nd</sup>, 2024.

CARRIED

## **8. Correspondence and Information – None for this session**

## **9. Communications – None for this session**

## **10. Action Items – None for this session**

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

Motion No. 2024-56

Moved by Donna St. Martin

Seconded Christine Joly

Motion to approve the accounts payables as per the Cheque Register dated October 1<sup>st</sup>, 2024 through October 31<sup>st</sup>, 2024 and the Financial Statements through October 31<sup>st</sup>, 2024.

CARRIED

## **12. Other Business**

### **a) Update from Information Page Sub-Committee**

The Board discussed the changes that were made to the map and approved the launch of the information page.

Motion No. 2024-57

Moved by Donna St. Martin

Seconded Christine Joly

THAT the East Ferris Public Library Board approves the launch and promotion of the information page on the library's website.

CARRIED



**b) Strategic Plan**

Motion No. 2024-58

Moved by Lauren Rooyakkers

Seconded Christine Joly

THAT the East Ferris Public Library approves the following changes to the Community Development Section of the 2024-2024 Strategic Plan:

ED1.2 Replace “Build staff capacity” with “Build staff capacity by cross training staff to be able to assist patrons with our resources”

ED1.3 Removed

ED1.4 Replace “Develop training opportunities for entrepreneurs” with “Encourage entrepreneurs to present seminars for the public at the library”

ED1.5 Replace “Create info pamphlet for business owners” with “Create info pamphlet about existing tech resources for small business owners”

ED1.6 Removed

ED1.7 Replace “Establish and facilitate a networking group for small business owners with “Facilitate a networking group for small business owners”

ED1.8 Removed

CARRIED

**c) 2024 Staff Christmas Bonus**

Motion No. 2024-59

Moved by Lauren Rooyakkers

Seconded by Donna St. Martin

THAT, as per the 2024 Budget, the Board approves the 2024 Annual Staff Christmas Bonus in the amount of \$75.00 per employee.

CARRIED

**d) Recognition/Sympathy/Condolences Policy**

CEO reviewed the policy with the Board. The Policy will be updated in the new year.



**13. Items for Council**

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

**15. Adjournment**

Motion No. 2024-60

Moved by Christine Joly

Seconded by Lauren Rooyakkers

Motion to adjourn the meeting at 4:20 p.m. and meet again on January 6<sup>th</sup>, 2025.

CARRIED

---

CHAIR

---

RECORDING CLERK