

Motion No. 35-19

Moved by Erika Lougheed

Seconded by Emily Weiskopf-Ball

That the East Ferris Public Library Board explore the feasibility of an expansion to the East Ferris Public Library.

CARRIED

b) Charitable Status

Discussions were had regarding the progress of the library obtaining charitable status.

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| Action 1903-01 | Administration CEO to complete their portion of the Charitable Status Application for submission to the CAO/Treasurer | September 20, 2019 |
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5. Approval of Accounts Payable

Motion No. 36-19

Moved Joyce Effinger

Seconded by Erika Lougheed

Motion to approve the accounts payables per Cheque Register dated July 1st, 2019 through July 31st, 2019.

CARRIED

6. New Business

a) Northern Art Market

The Board discussed the Northern Art Market which is a for profit organization.

Discussions were had regarding whether any policies exist for how the library deals with for profit organizations advertising within the library or using space for profit.

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| Action 1909-01 | Administration CEO draft a policy regarding exhibiting art for sale at the library. | BF October 2019 |
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b) Health & Safety

Discussions were had regarding the two fire prevention doors at the front entrance. They have been left open at times when they need to remain closed for safety reasons.

The Board discussed food activities which take place at the library and any health and safety concerns with those activities. CEO advised that staff was in contact with the Health Unit and the go ahead was given. The Board decided it would be best if another staff member also had a Food Safety Certification.

Motion No. 37-19

Moved Erika Loughheed

Seconded by Christine Joly

The Jennifer Laporte take the Food Safety Certification Course and that the Board will reimburse for all associated costs.

CARRIED

c) Job Descriptions

CEO provided the Board with current job description for review. CEO will provide Program Coordinator job description. Discussions were had regarding the job description of the new hire and the need to update all job descriptions to better reflect duties.

7. CEO Report

CEO advised that summer attendance was great. Discussions were had regarding the look and flexibility of the new website. Councillor Loughheed pointed out that there is no e-mail address available in the contact information and suggested one be made available.

8. Closing of meeting

Motion No. 38-19

Moved by Erika Loughheed

Seconded by Joyce Effinger

Motion to adjourn the meeting at 5:37 p.m.

CARRIED

9. Next Meeting

Next meeting scheduled for October 1st, 2019 at 4:00 p.m.

CHAIR

RECORDING CLERK

List of Actions

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| Action 1812-01 | Administration CEO to look into the cost of getting fridge magnets | Completed March 2019 |
| Action 1901-01 | Administration CEO to provide a copy of the Public Libraries Act to all board members | Completed March 2019 |
| Action 1902-01 | Administration CEO to make available electronically all library policies | Completed March 2019 |
| Action 1902-02 | CEO to make a newsletter and distribute to Ferris Glen. To be included are pertinent policy summaries. I.e. free membership for students. | Completed April 2019 |
| Action 1903-01 | Administration CEO to look into what is involved with a charitable status | BF October 2019 |
| Action 1903-02 | Administration CEO to work on producing two plans #1 Floorplan with furniture layout #2 Tech plan | Completed June 2019 |
| Action 1905-02 | Administration CEO to ensure that a summary of revenue is included in the accounts payables report | Completed June 2019 |
| Action 1909-01 | Administration CEO draft a policy regarding exhibiting art for sale at the library. | BF October 2019 |