



**THE CORPORATION OF THE  
MUNICIPALITY OF EAST FERRIS**

**PUBLIC LIBRARY BOARD MEETING**

Minutes of the Public Library Board Meeting December 3<sup>rd</sup>, 2019  
East Ferris Community Centre, Astorville

**PRESENT:** Joyce Effinger Emily Weiskopf-Ball  
Christine Joly Jennifer Laporte, CEO  
Erika Lougheed, Councillor  
Kari Hanselman, Recording Clerk

**EXCUSED ABSENT:** Elisha Sloan-Keats

**1. Call to Order** – Meeting called to order at 4:00 p.m.

**2. Approval of the Agenda**

Motion No. 47-19

Moved by Joyce Effinger

Seconded by Erika Lougheed

THAT the draft agenda as amended and presented to the Board dated December 3<sup>rd</sup>, 2019 be hereby adopted as circulated.

-The agenda was amended by moving item 6.b) to the end of the meeting.

CARRIED

**3. Approval of the minutes from November 5<sup>th</sup>, 2019**

Motion No. 48-19

Moved by Joyce Effinger

Seconded by Erika Lougheed

THAT the Minutes of the Public Library Board Meeting held November 5<sup>th</sup>, 2019 be adopted as circulated.

CARRIED

**4. Business Arising**

**a) East Ferris LEAD team Update – MOU**

Members of the Board attended the November LEAD team meeting to discuss the draft Memorandum of Understanding as provided by the CEO. There were some revisions made to the MOU, such as adding the LEAD team's Mission Statement. The LEAD team's goal is to fundraise for projects that are above and beyond what is covered in the operating budget. Ms. Weiskopf-Ball advised that the LEAD team wants to fundraise for larger projects as well, such as an expansion of the library. The Board discussed timelines for fundraising priorities each year. The priorities list will be finalized by the end

of February each year. CEO will revise the MOU and send to the Board for review as soon as possible.

Action 1912-01	Administration/Board Board members and CEO to prepare a list of ideas for needs/wants at the library.	BF January 2020
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**b) Action Item 1903-01 Charitable status – receipts??**

CEO advised the Board that the application for Charitable Status had been submitted. There was no timeline provided by CRA on when we will hear back. Ms. Effinger suggested a plan be in place for issuing donation receipts. Ms. Hanselman will get information from CAO/Treasurer on what information is required to issue a receipt and report back to the Board.

**c) Forest of Reading**

The Forest of Reading launch party is on Saturday, December 7<sup>th</sup>. Most of the books have arrived. Letters will be sent out for sponsorships and a recognition plan is in the works. Ms. Weiskopf-Ball asked the Board if they would like to receive the Forest of Reading minutes. The Board was in agreeance that they would like to receive the minutes. Discussion were had regarding statistics on Forest of Reading books.

Action 1912-02	Administration CEO will provide Forest of Reading statistics	BF April 2020
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**5. Approval of Accounts Payable**

Motion No. 49-19

Moved Christine Joly

Seconded by Joyce Effinger

Motion to approve the accounts payables as per Cheque Register dated October 1<sup>st</sup>, 2019 through October 31<sup>st</sup>, 2019.

CARRIED

**6. New Business**

**a) Christmas Bonuses – Motion to approve**

Motion No. 50-19

Moved Erika Loughheed

Seconded by Joyce Effinger

Motion to approve the annual staff Christmas bonus in the amount of \$50.00 each

CARRIED

**b) Art display policy**

Discussions were had regarding the need for a policy regarding for-profit entities using library space for advertising. CEO will draft a policy and report back to the Board.

Councillor Lougheed excused herself from the meeting at 5:00 p.m.

## **7. CEO Report**

The Board discussed the CEO Report for this December. The fridge was delivered for the coffee bar. The felted soap workshop was successful.

## **8. In-Camera session**

### Motion No. 51-19

Moved Christine Joly

Seconded by Emily Weiskopf-Ball

THAT this meeting proceeds In-Camera at 5:08 p.m. in order to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

### Motion No. 52-19

Moved Joyce Effinger

Seconded by Christine Joly

THAT we do now adjourn this In-Camera meeting at 5:49 p.m. and return to our regular meeting.

CARRIED

## **9. Closing of meeting**

### Motion No. 53-19

Moved by Emily Weiskopf-Ball

Seconded by Joyce Effinger

Motion to adjourn the meeting at 5:49 p.m.

CARRIED

## **10. Next Meeting**

Next meeting scheduled for January 7<sup>th</sup>, 2020 at 4:00 p.m.

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CHAIR

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RECORDING CLERK

## List of Actions

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 November 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
Action 1912-01	Administration/Board Board members and CEO to prepare a list of ideas for needs/wants at the library.	BF January 2020
Action 1912-02	Administration CEO will provide Forest of Reading statistics	BF April 2020