



**c) Policy Review – Power Outage and Advocacy**

The Board reviewed and discussed the Power Outage Policy and the Advocacy Policy.

The following motions were carried:

Motion No. 2020-08

Moved by Elisha Sloan-Keats

Seconded by Joyce Effinger

Motion to approve the Power Outage Policy with the following changes:

-last paragraph will be deleted

-change second last paragraph to read “staff will assist patrons in calling someone should they require assistance”.

CARRIED

Motion No. 2020-09

Moved by Chris Joly

Seconded by Joyce Effinger

That the East Ferris Public Library Board approve the Advocacy Policy dated February 11, 2020.

CARRIED

**6. Board Reports**

**a) CEO Report**

The Board reviewed the CAO Report for December 2019. Discussions were had regarding budgeting for carpet cleaning, considering new commercial carpet, and the layout of the library.

**7. Correspondence and Information Items – None for this session**

**8. Communication**

The Chair of the committee advised the Board that they should be careful not to overlap with library activities/programming and administrative responsibilities. Discussions were had regarding the need for a better Volunteer Policy. The Board discussed communicating with individuals who are non-digital. The CEO will approach Club Action 50+ to inquire about circulating a newsletter through the group. Ms. Effinger mentioned advertising in the Nipissing Reader. The following Action Items were determined:

Action 2002-01	Administration CEO to prepare Marketing Plan by Demographic	BF April 2020
Action 2002-02	Administration CEO to prepare a draft Volunteer Policy	BF April 2020

**9. Action Items**

**a) 1903-01 – Charitable Status**

No update on application. CEO to call and provide update at next meeting.

**b) 1912-01 – List prep for LEAD Team – Google list**

The Board reviewed the wish lists provided by the LEAD Team and the Board members. Items included a new drop box, a quiet area, video display, kid’s area, gazebo, expansion of the library, and other items. Discussions were had regarding a feasibility study for an expansion of the library. Ms. Sloan-Keats and Ms. Effinger formed a sub-committee to look into the feasibility study. A list of needs for the library is still required.

**10. Approval of Accounts Payable**

Motion No. 2020-10

Moved by Joyce Effinger

Seconded by Emily Weiskopf-Ball

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

CARRIED

**11. Other Business**

**a) Motion for pay increases**

Motion No. 2020-11

Moved by Chris Joly

Seconded by Joyce Effinger

Motion to approve pay increases of \$0.55 per hour for all East Ferris Public Library Employees, retroactive to January 1<sup>st</sup>, 2020, with the exception of those employees currently on probation.

CARRIED

**12. In-Camera – None for this session**

**13. Adjournment**

Motion No. 2020-12

Moved by Joyce Effinger

Seconded by Chris Joly

Motion to adjourn the meeting at 5:25 p.m.

CARRIED

Next meeting scheduled for March 3<sup>rd</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.	Completed January 2020
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
Action 2002-01	Administration CEO to prepare Marketing Plan by Demographic	BF April 2020
Action 2002-02	Administration CEO to prepare a draft Volunteer Policy	BF April 2020