



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

PUBLIC LIBRARY BOARD MEETING

Minutes of the Public Library Board Meeting February 11th, 2020
East Ferris Community Centre, Astorville

PRESENT: Joyce Effinger Emily Weiskopf-Ball
Christine Joly Jennifer Laporte, CEO
Elisha Sloan-Keats
Kari Hanselman, Recording Clerk

EXCUSED ABSENT: Erika Lougheed, Councillor

1. Call to Order – Meeting called to order at 3:54 p.m.

2. Adoption of the Agenda

Motion No. 2020-06

Moved by Emily Weiskopf-Ball

Seconded by Joyce Effinger

THAT the draft agenda presented to the Board and dated February 4th, 2020 be hereby adopted as circulated.

CARRIED

3. Accepting of the minutes from January 7th, 2020

Motion No. 2020-07

Moved by Emily Weiskopf-Ball

Seconded by Chris Joly

THAT the Minutes of the Public Library Board Meeting held January 7th, 2020 be adopted as circulated.

CARRIED

4. Declaration of Conflict of Interest – None for this session

5. Business Arising

a) Forest of Reading

Ms. Weiskopf-Ball advised that the Coffee Bar is being installed this week. Forest of Reading books will have to be relocated. Additional signage may be necessary.

b) LEAD Team

The LEAD Team's wish list is completed. They will be hosting breakfast again at the East Ferris Tradeshaw. The LEAD Flea Market is on May 2nd and approximately 40 tables are taken so far. There is a plant fundraiser also taking place this spring. The LEAD Team has purchased a binding machine and donated it to the library.

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 1st, 2019 through December 31st, 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 1st, 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 3rd, 2020 at 4:00 p.m.

CHAIR

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 |