



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

PUBLIC LIBRARY BOARD MEETING

Minutes of the Public Library Board Meeting March 3rd, 2020
East Ferris Community Centre, Astorville

PRESENT: Joyce Effinger
Jennifer Laporte, CEO
Erika Lougheed, Councillor
Kari Hanselman, Recording Clerk
Jason Trottier, CAO/Treasurer
Christine Joly
Elisha Sloan-Keats

EXCUSED ABSENT: Emily Weiskopf-Ball

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

2. **Adoption of the Agenda**

Motion No. 2020-13

Moved by Elisha Sloan-Keats

Seconded by Joyce Effinger

THAT the draft agenda as amended and circulated to the Board dated March 3rd, 2020 be hereby adopted as circulated.

-The agenda was amended by adding item 9. c) Expansion Study Sub-Committee

CARRIED

3. **Accepting of the minutes from February 11th, 2020**

Motion No. 2020-14

Moved by Joyce Effinger

Seconded by Elisha Sloan-Keats

THAT the Minutes of the Public Library Board Meeting held February 11th, 2020 be adopted as circulated.

CARRIED

4. **Business Arising**

Motion No. 2020-15

Moved by Christine Joly

Seconded by Elisha Sloan-Keats

THAT the East Ferris Public Library Board add to the Minutes of the February 11th, 2020 Board meeting “Expansions Study Sub-Committee” as Action Item 2003-03.

CARRIED

5. Declarations of Conflicts of Interest – None for this session

6. Board Reports

a) CEO Report

The Board reviewed the CEO Report dated March 3rd, 2020. Discussions were had regarding the impact the school strikes have had on traffic at the library. The CEO has submitted the applications for the Provincial and Federal summer student grants. The priority list for 2020 with the LEAD team has been finalized. The Board discussed promoting the newly installed coffee bar and the library via the municipal tax bills. The Board approved the following action item:

Action 2020-04	Administration/Board Prepare insert for tax bills	BF May 2020/January 2021
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Motion No. 2020-16

Moved by Joyce Effinger

Seconded by Christine Joly

Motion to approve the CEO Report dated March 3rd, 2020.

CARRIED

7. Correspondence and Information Items – None for this session

8. Communication

The Board discussed marketing to analog patrons. Mr. Trottier advised the Library can advertise on the screen at the arena for free. Discussions were had regarding the need for a monthly schedule of events at the library. The Bulletin Board will be in place by the end of the week.

9. Action Items

a) 1903-01 – Charitable Status

CEO advised there is a six to nine-month turnaround for applications.

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

Discussed under CEO Report.

c) Expansion Study Sub-Committee

Ms. Sloan-Keats and Ms. Effinger met and decided the first step should be to collect information about the library. Information such as functionality, issues, space requirements etc. should be gathered via a survey. Mr. Trottier advised that new legislation now views the Library and the Municipality as one entity, so only one application for funding could be submitted through the Trillium Foundation. The Board discussed their options to oppose this change in legislation and the following action item was created:

Action 2020-05	Councillor Lougheed Prepare letter to Council regarding changes in legislation which now view Libraries and Municipalities as one entity	BF March 24, 2020 Council meeting
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10. Approval of Accounts Payable

Motion No. 2020-17

Moved by Christine Joly

Seconded by Joyce Effinger

Motion to approve the accounts payables as per Cheque Register dated January 1st, 2020 through January 31st, 2020.

CARRIED

11. Other Business

a) Budget

Motion No. 2020-18

Moved by Joyce Effinger

Seconded by Elisha Sloan-Keats

Motion to approve the 2020 budget as amended in the amount of \$157,983.11.

CARRIED

b) **Forest of Reading update** – None for this session

c) **LEAD team update** – None for this session

d) **Federal Student Grant** – Discussed under CEO Report

e) **Donna Maitland – Grant for feasibility study**

Mr. Trottier reviewed the application prepared and submitted by Donna Maitland. Mr. Trottier will send a PDF copy of the application to the Sub-Committee and set up a meeting with Ms. Maitland to discuss next steps.

f) **Provincial Student Grant** - Discussed under CEO Report

g) **Collection Development Policy**

Motion No. 2020-19

Moved by Joyce Effinger

Seconded by Christine Joly

Motion to approve the Collection Development Policy as amended.

CARRIED

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

13. Adjournment

Motion No. 2020-20

Moved by Joyce Effinger

Seconded by Erika Lougheed

Motion to adjourn the meeting at 5:57 p.m.

CARRIED

Next meeting scheduled for April 7th, 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.	Completed February 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
Action 2002-03	Board Expansions Study Sub-Committee	BF March 2020
Action 2020-04	Administration/Board Prepare insert for tax bills	BF May 2020/January 2021
Action 2020-05	Councillor Lougheed Prepare letter to Council regarding changes in legislation which now view Libraries and Municipalities as one entity	BF March 24, 2020 Council meeting