



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

PUBLIC LIBRARY BOARD MEETING

Minutes of the Virtual Public Library Board Meeting April 7th, 2020

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

EXCUSED ABSENT: Erika Lougheed, Councillor

1. **Call to Order** – Meeting called to order at 2:05 p.m.

2. **Adoption of the Agenda**

Motion No. 2020-21

Moved by Joyce Effinger

Seconded by Christine Joly

THAT the draft agenda as amended and circulated to the Board dated April 7th, 2020 be hereby adopted as circulated.

-The agenda was amended by adding the following items:

11. a) Ideas for community involvement

11. b) Approval of policies

CARRIED

3. **Accepting of the Minutes from March 3rd, 2020**

Motion No. 2020-22

Moved by Christine Joly

Seconded by Joyce Effinger

THAT the Minutes of the Public Library Board Meeting held March 3rd, 2020 be adopted as circulated.

CARRIED

4. **Business Arising** – None for this session

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

6. **Board Reports**

a) **CEO Report**

The Board reviewed the CEO Report dated April 7th, 2020. Discussions were had regarding promoting the use of Libby. The library is now offering a three-month

membership to anyone who is interested. Ms. Laporte advised the virtual programming has been a success. The Board discussed advertising on the sign board.

Motion No. 2020-23

Moved by Emily Weiskopf-Ball

Seconded by Elisha Sloan-Keats

Motion to approve the CEO Report dated April 7th, 2020.

CARRIED

7. Correspondence and Information Items – None for this session

8. Communication

The Board discussed signage at the Library. The CEO advised there is now a 'week in advance' calendar patrons can take and virtual 'month at a glance' calendar is in the works. Discussions were had regarding improving communication with the school.

9. Action Items

a) 1903-01 – Charitable Status – No update

b) 1912-02 – CEO will provide Forest of Reading Statistics

Voting has been extended until the end of May. CEO advised that inventory is quite poor. Discussions were had regarding reaching out to get books returned, including placing signs on the drop boxes. Ms. Laporte will send out Forest of Reading statistics.

c) 2002-01 – Marketing plan by demographic

Ms. Laporte shared with the Board a draft marketing plan by demographic chart. Ms. Weiskopf-Ball also suggested The Edition as an outlet for communicating with the public. Ms. Effinger suggested the Nipissing Newsletter. Mr. Trottier advised that tangr.com may be an option as well.

d) 2002-02 – Prepare Draft of Volunteer Policy

The Board reviewed the draft volunteer policy. Ms. Laporte will make the necessary changes and will bring the policy back to the Board at a later date.

10. Approval of Accounts Payable

Motion No. 2020-24

Moved by Joyce Effinger

Seconded by Christine Joly

Motion to approve the accounts payables as per Cheque Register dated February 1st, 2020 through February 29th, 2020.

CARRIED

11. Other Business

a) Ideas for community involvement

Discussions were had regarding ways to involve the community during the pandemic. Mr. Trottier suggested a colouring contest for kids. Other ideas included decorating outside for Easter, a tulip festival, and a home -based scavenger hunt.

b) Approval of policies

Motion No. 2020-25

Moved by Joyce Effinger

Seconded by Emily Weiskopf-Ball

Motion to approve the following policies:

- Policy Process Policy
- Recognition/Sympathy/Condolences Policy
- Planning Policy

CARRIED

12. In-Camera – None for this session

13. Adjournment

Motion No. 2020-26

Moved by Christine Joly

Seconded by Joyce Effinger

Motion to adjourn the meeting at 4:01 p.m.

CARRIED

Special meeting scheduled for April 21st, 2020 at 2:00 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	Completed April 2020
Action 2002-03	Board Expansions Study Sub-Committee	Completed 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