



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

PUBLIC LIBRARY BOARD SPECIAL MEETING

Minutes of the Virtual Public Library Board Meeting April 21st, 2020

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

EXCUSED ABSENT: Erika Lougheed, Councillor

1. Call to Order – Meeting called to order at 2:02 p.m.

2. Adoption of the Agenda

Motion No. 2020-27

Moved by Emily Weiskopf-Ball

Seconded by Eisha Sloan-Keats

THAT the draft agenda circulated to the Board dated April 21st, 2020 be hereby adopted as circulated.

CARRIED

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

4. Correspondence and Information Items

a) Business Plan Review

The Board decided to set up a meeting with a Skills Development Advisor from Ontario Library Services North who may be able to assist the Board in their goal of creating their own vision. The Board agreed that there needs to be a plan to execute the library's mission statement and priority items in the business plan. CEO will add clause to the business plan about 'charitable status'. Discussions were had regarding communications and incomplete actions items. CEO will prepare a review of outstanding action items for the next meeting. The Board discussed the need for there to be a plan in place for summer programming. CEO will prepare a plan for summer programming with and without COVID 19 restrictions in place. CEO advised there has been some accomplishments with regards to the priorities listed in the business plan. CEO will prepare a summary of these accomplishments for the next meeting.

5. In-Camera – None for this session

6. Adjournment

Motion No. 2020-28

Moved by Emily Weiskopf-Ball

Seconded by Elisha Sloan-Keats

Motion to adjourn the meeting at 3:14 p.m.

CARRIED

Next meeting scheduled for May 5th, 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