



**THE CORPORATION OF THE
MUNICIPALITY OF EAST FERRIS
PUBLIC LIBRARY BOARD MEETING**

Minutes of the Virtual Public Library Board Meeting June 2nd, 2020

PRESENT: Joyce Effinger
Jennifer Laporte, CEO
Emily Weiskopf-Ball
Kari Hanselman, Recording Clerk

Christine Joly
Elisha Sloan-Keats
Erika Lougheed, Councillor

EXCUSED ABSENT:

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

2. Adoption of the Agenda

Motion No. 2020-45

Moved by Erika Lougheed

Seconded by Joyce Effinger

THAT the draft agenda circulated to the Board dated June 2nd, 2020 be hereby adopted as circulated.

CARRIED

3. Accepting of the Minutes from May 5th, 2020 and May 19th, 2020

Motion No. 2020-46

Moved by Joyce Effinger

Seconded by Chris Joly

THAT the Minutes of the Public Library Board Meeting held May 5th, 2020 and the Minutes of the Special Meeting held May 19th, 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 Brief – Planning for opening

Ms. Laporte advised that the library is currently in stage two of their opening plan.

Discussions were had regarding keeping staff and patrons safe throughout the process of re-opening. The library is following Provincial guidelines.

7. Correspondence and Information Items – None for this session

8. Communication

The Board discussed formalizing a method for sharing documents, such as a centralized location where board members can access and edit policies. Discussions were had regarding public access to the library's policies.

9. Action Items

a) 1903-01 – Charitable Status

Charitable status has been approved. Ms. Laporte is looking into placing a 'donate' button on the library's website. Discussions were had regarding third-party fundraising.

Motion No. 2020-47

Moved by Emily Weiskopf-Ball

Seconded by Joyce Effinger

Motion for the CEO to set up a meeting with the LEAD Team regarding fundraising before September 2020 (Action Item 2020-08)

CARRIED

b) 2020-04 – Administration to prepare inserts for tax bills – Not Completed Deadline to get this to municipality is July 1st

Tax bill inserts are still a go and will be delivered to the municipal office by July 1st.

c) 2020-05 - Prepare letter to Council regarding changes in legislation which now view Libraries and Municipalities as one entity

The letter was circulated to the Board. Councillor Loughheed suggested Ms. Laporte share the letter with colleagues and ask for a letter of support.

d) 2020-06 – CEO to prepare a document outlining what services are currently being offered, a contingency plan for staying closed and how the library will meet the demands of the community going forwards.

The report was completed and circulated to the Board.

e) 2020-07 – That the CEO prepare a report outlining what priorities in the library's business plan have been completed, which are outstanding and a rough timeline/plan for completion of the outstanding items. - Completed

Board discussion and review of the report was deferred to the next regular board meeting on July 28th, 2020.

Motion No. 2020-48

Moved by Elisha Sloan-Keats

Seconded by Chris Joly

Motion for the CEO to follow up on the Trillium Grant (Action Item 2020-09)

CARRIED

Motion No. 2020-49

Moved by Elisha Sloan-Keats

Seconded by Joyce Effinger

Motion for a follow up of the charitable status strategic plan priorities (Action Item 2020-10)

CARRIED

10. Approval of Accounts Payable

Motion No. 2020-50

Moved by Erika Lougheed

Seconded Chris Joly

Motion to approve the accounts payables as per Cheque Register dated April 1st, 2020 through April 30th, 2020.

CARRIED

11. Other Business

a) Approval of the Food and Drink Policy

Motion No. 2020-51

Moved by Joyce Effinger

Seconded by Erika Lougheed

Motion to approve the Food and Drink Policy.

CARRIED

b) Policy – Performance Appraisal

Deferred to meeting of July 28th, 2020

c) Student Grants – Provincial and Federal

The library will receive the Federal grant this summer, but there has yet to be any news on the Provincial grant. Ms. Laporte will have the job advertisement posted this week.

d) Personnel policy amendments

Motion No. 2020-52

Moved by Joyce Effinger

Seconded by Chris Joly

Motion to approve the Personnel Policy as amended.

CARRIED

e) Seed library

The Board discussed a seed library program. Ms. Laporte advised it will go ahead.

12. In-Camera

Motion No. 2020-53

Moved by Joyce Effinger

Seconded by Elisha Sloan-Keats

That this meeting proceeds In-Camera at 5:25 p.m. in order to address a matter pertaining to labour relations or employee negotiations.

CARRIED

The Public Library Board went to an In-Camera meeting to discuss labour relations.

Motion No. 2020-54

Moved by Chris Joly

Seconded by Emily Weiskopf-Ball

That we do now adjourn this In-Camera meeting at 5:50 p.m. and return to our regular session.

CARRIED

13. Adjournment

Motion No. 2020-55

Moved by Joyce Effinger

Seconded by Elisha Sloan-Keats

Motion to adjourn the meeting at 5:50 p.m.

CARRIED

Special meetings scheduled for June 9th, 2020 and June 16th, 2020 at 4:00 p.m. Next regular meeting July 28th, 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
Action 1901-01	Administration CEO to provide a copy of the Public Libraries Act to all board members	Completed
Action 1902-01	Administration CEO to make available electronically all library policies	Completed
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
Action 1903-01	Administration CEO to look into what is involved with a charitable status	Completed
Action 1903-02	Administration CEO to work on producing two plans #1 Floorplan with furniture layout #2 Tech plan	Completed
Action 1905-02	Administration CEO to ensure that a summary of revenue is included in the accounts payables report	Completed
Action 1909-01	Administration CEO draft a policy regarding exhibiting art for sale at the library.	Completed
Action 1912-01	Administration/Board Board members and CEO to prepare a list of ideas for needs/wants at the library.	Completed
Action 1912-02	Administration CEO will provide Forest of Reading statistics	Completed
Action 2002-01	Administration CEO to prepare Marketing Plan by Demographic	Completed
Action 2002-02	Administration CEO to prepare a draft Volunteer Policy	Completed
Action 2002-03	Board Expansions Study Sub-Committee	Completed
Action 2020-04	Administration/Board Prepare insert for tax bills	BF July 1, 2020
Action 2020-05	Councillor Loughheed Prepare letter to Council regarding changes in legislation which now view Libraries and Municipalities as one entity	Completed
Action 2020-06	Administration Prepare written plan listing services offered, contingency plan, meeting demands of community	Completed
Action 2020-07	Administration Prepare written document outstanding business plan priorities, rough timeline for completion	Completed

Action 2020-08	Administration Set up meeting with LEAD Team regarding fundraising	BF Sept 2020
Action 2020-09	Administration Follow up on Trillium Grant	BF July 2020
Action 2020-10	Administration Follow up of the charitable status strategic plan priorities	BF July 2020