

PUBLIC LIBRARY BOARD MEETING

Minutes of the Virtual Public Library Board Meeting December 14th, 2020

PRESENT: Joyce Effinger
Elisha Sloan-Keats
Donna St. Martin
Kari Hanselman, Recording Clerk

Christine Joly
Jennifer Laporte, CEO
Erika Lougheed, Councillor

EXCUSED ABSENT: None

1. **Call to Order** – Meeting called to order at 4:10 p.m.

2. **Adoption of the Agenda**

Motion No. 2020-106

Moved by Erika Lougheed

Seconded by Joyce Effinger

THAT the draft agenda circulated to the Board dated December 14th, 2020 be hereby adopted as circulated.

CARRIED

3. **Accepting the Minutes of the Previous Meeting(s):**

Motion No. 2020-107

Moved by Donna St. Martin

Seconded by Joyce Effinger

THAT the Minutes of the Public Library Board Meeting held November 2nd, 2020 and the Minutes of the Special Meeting held November 23rd, 2020 be adopted as circulated.

CARRIED

4. **Business Arising from the Minutes:** None for this session

5. **Declaration of Conflict of Interest:** None for this session

6. **Board Reports**

a) **CEO Report**

Ms. Laporte went over the CEO Report. The second round of newsletters is going out the last week of December. The Forest of Reading program has launched. Ms. Sloan-Keats thanked Ms. Laporte and her staff for the work they have done for the program. The Board reviewed the usage graphs as prepared by the CEO and passed the following motion:

Motion No. 2020-108

Moved by Joyce Effinger

Seconded by Elisha Sloan-Keats

THAT the East Ferris Public Library Board approves a change to the hours of the Library to 12:30 p.m. through 7:00 p.m. Monday through Thursday effective January 4th, 2021. Saturday hours will remain at 9:00 a.m. to 3:00 p.m.

CARRIED

Ms. Effinger suggested the new hours be placed in the newsletter. The Board discussed the COVID response guide as prepared by the CEO. Other Northern libraries have adopted the format. Discussions were had regarding future grants and funding. CEO recommended they get ready for the next grant and consult with the Treasurer. The Board discussed the accessible bathroom door, the entrance doors and potential canopy.

Motion No. 2020-109

Moved by Christine Joly

Seconded by Erika Lougheed

Motion to approve the CEO Report dated December 14th, 2020

CARRIED

7. Correspondence and Information Items

Chair Joly advised she and the CEO took a seminar on Strategic Planning. The seminar stressed that Strategic Plans do not have to be huge. They are working documents which evolve.

CEO advised she received a quote from Telizon to add an additional phone line. The Board agreed and advised to proceed with installation.

8. Communication: None for this session

9. Action Items: None for this session

10. Approval of Accounts Payable and Financial Reports

Motion No. 2020-110

Moved by Erika Lougheed

Seconded Joyce Effinger

Motion to approve the accounts payables as per the Cheque Register dated October 1st, 2020 through October 31st, 2020 and the Financial Statements dated October 1st, 2020 through October 31st, 2020.

CARRIED

11. Other Business

a) **Patron usage – change hours?** – Discussed under CEO Report

b) **Ancestry.com – off site login**

CEO advised off-site login will be terminating at the end of the year.

c) **Approve Third-Party Fundraising Policy**

Motion No. 2020-111

Moved by Donna St. Martin

Seconded Joyce Effinger

Motion to approve the Third-Party Fundraising Policy.

CARRIED

d) **Christmas Vouchers**

Motion No. 2020-112

Moved by Joyce Effinger

Seconded Chris Joly

Motion to approve the annual staff Christmas Bonus in the amount of \$50.00 per employee, with the exception of casual part-time employees.

CARRIED

e) **Draft 2021 Budget**

The Board reviewed and discussed the draft budget as prepared by the CEO. Promoting the newly acquired charitable status was discussed. The Board will discuss fundraising goals for 2021 at the next meeting.

12. In-Camera (if required) – None for this session

13. Adjournment

Motion No. 2020-113

Moved by Joyce Effinger

Seconded by Elisha Sloan-Keats

Motion to adjourn the meeting at 5:15 p.m.

CARRIED

Next Regular Meeting scheduled for January 11th, 2021 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	Completed
Action 2020-05	Councillor Lougheed 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	Completed
Action 2020-09	Administration Follow up on Trillium Grant	Completed
Action 2020-10	Administration Follow up of the charitable status strategic plan priorities	Completed
Action 2020-11	Administration CEO to email new principal at St. Thomas d'Aquin	Completed
Action 2020-12	Administration/Board Set meeting dates to complete Strategic Plan review	Completed
Action 2020-13	Administration CEO to prepare draft footwear policy	Completed