



PUBLIC LIBRARY BOARD MEETING

Minutes of the Virtual Public Library Board Meeting February 1st, 2021

PRESENT: Joyce Effinger
Jennifer Laporte, CEO
Erika Lougheed, Councillor
Jason Trottier, CAO/Treasurer

Christine Joly
Kari Hanselman, Recording Clerk
Jessica Dion, Municipal Auditor

EXCUSED ABSENT: Elisha Sloan-Keats, Donna St. Martin

1. **Call to Order** – Meeting called to order at 4:02 p.m.

2. **Adoption of the Agenda**

Motion No. 2021-06

Moved by Joyce Effinger

Seconded by Erika Lougheed

THAT the draft agenda circulated to the Board and dated February 1st, 2021 be hereby adopted with the following amendments:

- 1) Add Item 6.a) Information from Councillor Lougheed
- 2) Move In-camera session after Other Business

CARRIED

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

Motion No. 2021-07

Moved by Erika Lougheed

Seconded by Chris Joly

THAT the Minutes of the Public Library Board Meeting held January 11th, 2021 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. **Other Business**

a) **Information from Councillor Lougheed**

Councillor Lougheed advised the Board that there is a possibility she will be removed from the Library Board and placed on another Board or Committee.

b) **Presentation of 2020 Financials**

Jessica Dion presented the 2020 Financial Statements to the Board and the following resolution was passed:

Motion No. 2021-08

Moved by Joyce Effinger

Seconded by Chris Joly

THAT the East Ferris Public Library's Financial Statements for the year ended December 31st, 2020 be accepted as prepared and presented by Baker Tilly, SNT, LLP, Municipal Auditors.

CARRIED

c) 2021 Budget

The Board discussed the second draft of the 2021 Budget. The final budget will depend on the vacation entitlement grid chosen by the Board. The Board discussed adjusting vacation entitlement for 2021 and to look at benefits in 2022. Some adjustments to the budget are still required so a Special Meeting will be held in the near future to pass the 2021 Budget.

d) Approve amended Personnel Policy

Motion No. 2021-09

Moved by Joyce Effinger

Seconded by Chris Joly

Motion to approve the Personnel Policy as amended.

- The policy was amended by adding clauses regarding pandemic sick leave and a vacation entitlement grid.

CARRIED

e) Approve amended Circulation Policy

Motion No. 2021-10

Moved by Joyce Effinger

Seconded by Erika Lougheed

Motion to approve the Circulation Policy as amended.

- The policy was amended by adding a clause regarding out-of-town memberships during a provincial lockdown.

CARRIED

7. In-Camera

Motion No. 2021-11

Moved by Erika Lougheed

Seconded by Joyce Effinger

THAT this meeting proceeds to In-Camera session at 5:11 p.m., under Section 16.1(4) of the Public Libraries Act, 1990 in order to address a matter pertaining to personal matters about an identifiable individual.

CARRIED

Motion No. 2021-12

Moved by Chris Joly

Seconded by Erika Lougheed

THAT we do now adjourn this In-Camera meeting at 5:46 p.m. and return to our regular session.

CARRIED

8. Board Reports

a) CEO Report

Ms. Laporte shared her report with the Board. The Forest of Reading program has 22 registrants. Snowshoe rentals are still doing well. A recognition of risk statement has been added to the snowshoe borrowing agreement. The next newsletter should be mailed out before Valentine's Day.

Motion No. 2021-13

Moved by Erika Lougheed

Seconded by Joyce Effinger

Motion to approve the CEO Report dated February 1st, 2021

CARRIED

9. Correspondence and Information Items

The Board discussed the letter received regarding appointments to the Ontario Library Service Board. The Board will discuss again at the next regular Meeting.

10. Communication: None for this session

11. Action Items: None for this session

12. Approval of Accounts Payable and Financial Reports

Motion No. 2021-14

Moved by Chris Joly

Seconded Erika Lougheed

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

CARRIED



13. Adjournment

Motion No. 2021-15

Moved by Joyce Effinger

Seconded by Erika Lougheed

Motion to adjourn the meeting at 5:56 p.m.

CARRIED

Next Regular Meeting scheduled for March 1st, 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 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	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