



PUBLIC LIBRARY BOARD MEETING

Minutes of the Virtual Public Library Board Meeting of June 7th, 2021

PRESENT: Joyce Effinger
Donna St. Martin
Jennifer Laporte, CEO
Christine Joly
Elisha Sloan-Keats
Kari Hanselman, Recording Clerk

EXCUSED ABSENT: Erika Loughheed, Councillor

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

2. **Adoption of the Agenda**

Motion No. 2021-34

Moved by Joyce Effinger

Seconded by Chris Joly

THAT the draft agenda circulated to the Board and dated June 7th, 2021 be hereby adopted as circulated.

CARRIED

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

Motion No. 2021-35

Moved by Joyce Effinger

Seconded by Donna St. Martin

THAT the Minutes of the Public Library Board Meeting held May 10th, 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. **Board Reports**

a) **CEO Report**

The Board reviewed the CEO Report for this month which included information regarding consumption trends and new programs. The seed library got off to a slow start, but has since picked up. Outdoor games have recently been added to the collection. The library also has 55 board games available. The Board discussed highlighting volunteer opportunities in the upcoming newsletter.

Motion No. 2021-36

Moved by Donna St. Martin

Seconded by Joyce Effinger

Motion to approve the CEO Report dated June 7th, 2021

CARRIED

7. **Correspondence and Information Items:** None for this session

8. Communication: None for this session

9. Action Items

a) 2021-01 Accessibility Standards

CEO will follow up with Mr. Gervais regarding the railing and report back to the Board in two weeks. Once the required information is received, the Board will discuss next steps.

10. Approval of Accounts Payable and Financial Reports

Motion No. 2021-37

Moved by Joyce Effinger

Seconded Donna St. Martin

Motion to approve the accounts payables as per the Cheque Register dated April 1st, 2021 through April 30th, 2021 and the Financial Statements dated April 1st, 2021 through April 30th, 2021.

CARRIED

11. Other Business

a) Pay increases – Motion

The Board discussed the annual pay increase for library employees and passed the following motion:

Motion No. 2021-38

Moved by Chris Joly

Seconded by Joyce Effinger

THAT the Library Board approves pay increase of \$0.46 per hour for all East Ferris Public Library employees, retroactive to January 1st, 2021

CARRIED

12. In-Camera: None for this session

13. Adjournment

Motion No. 2021-39

Moved by Elisha Sloan-Keats

Seconded by Joyce Effinger

Motion to adjourn the meeting at 4:38 p.m.

CARRIED

Next Regular Meeting scheduled for September 13th, 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
Action 2021-01	Administration CEO to ensure library is up to date with accessibility standards	BF June 2021