



## **EAST FERRIS PUBLIC LIBRARY BOARD MEETING**

Minutes of the Virtual Public Library Board Meeting of January 10<sup>th</sup>, 2022

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

Christine Joly  
Jennifer Laporte, CEO

**EXCUSED ABSENT:** Erika Lougheed, Councillor

**1. Call to Order** – Meeting called to order at 3:58 p.m.

Chair Joly opened the meeting by acknowledging that the land on which we gather is the traditional territory of the Anishinaabeg peoples who have been the stewards of this land for thousands of years. We are grateful for the opportunity to meet here, and we thank all the generations of aboriginal peoples. We also recognize the contributions of Métis, Inuit, and other Indigenous peoples have made, both in shaping and strengthening this community and our province and country as a whole

**2. Adoption of the Agenda**

Motion No. 2022-01

Moved by Donna St. Martin

Seconded by Elisha Sloan-Keats

THAT the draft agenda circulated to the Board and dated January 10<sup>th</sup>, 2022 be hereby adopted as amended. The agenda was amended by adding the following:

11. a) Hydro One Energizing Life Community Fund

11. b) OLS – Legacy Documents

CARRIED

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

Motion No. 2022-02

Moved by Joyce Effinger

Seconded by Chris Joly

THAT the Minutes of the Public Library Board Meeting held December 6<sup>th</sup>, 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 library has seen a decline in DVD circulation. CEO will account for this decline in this year's budget. Social media engagement is improving. Viewers prefer video content over still images. Given the new COVID restriction the library has capped floor capacity to three people and are requesting only one family member visit at a time. There has been some backlash to capping computer access to 20 minutes. This time limit may have to be reviewed. Technology training, kid kits, and forest of reading are all set to take place this year.

Motion No. 2022-03

Moved by Joyce Effinger

Seconded by Donna St. Martin

Motion to approve the CEO Report dated January 10<sup>th</sup>, 2022

CARRIED

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

## **8. Communication:** None for this session

## **9. Action Items**

### **a) 2021-02 - Municipal history archiving**

Ms. Laporte shared some information with the Board regarding options, format, and pricing for the digitization project. This project would be a large undertaking for the library and would require staff training and additional resources. There is no budget from Council for the project at this time. Discussions need to take place in order to determine what Council's vision and expectations are.

### **b) 2021-03 – Communications with LEAD Team**

Ms. Laporte had a verbal discussion with a member of the LEAD Team. Nothing is happening currently given COVID, but they are still dedicated to fundraising for the library.

## **10. Approval of Accounts Payable and Financial Reports**

Motion No. 2022-04

Moved by Chris Joly

Seconded Donna St. Martin

Motion to approve the accounts payables as per the Cheque Register dated November 1<sup>st</sup>, 2021 through November 30<sup>th</sup>, 2021 and the Financial Statements dated November



1<sup>st</sup>, 2021 through November 30<sup>th</sup>, 2021.

CARRIED

## **11. Other Business:**

### **a) Hydro One Energizing Life Community Fund**

Ms. Effinger requested an update on applying for the fund. CEO advised she has looked into it, and they could apply for funding to purchase two outdoor collapsible shelters. The effort and time required to complete the application compared to the relatively small amount being requested lead the Board to agree to not submit an application.

### **b) OLS – Legacy Documents**

Ms. St. Martin discussed with the Board the legacy documents she has been supplied through OLS. Ms. Laporte advised that a legacy document is a document provided to future board members. It summarizes what has been accomplished in the current term and ensures board members are on the same page. CEO and Ms. St. Martin will work together to prepare a legacy document to present to the Board.

## **12. In-Camera:** None for this session

Prior to the adjournment of the meeting CEO advised she has been selected to attend an online panel with other CEOs to discuss challenges and potential burnout. Only seven CEOs across Ontario were handpicked to attend this session.

## **13. Adjournment**

Motion No. 2022-05

Moved by Joyce Effinger

Seconded by Donna St. Martin

Motion to adjourn the meeting at 5:05 p.m.

CARRIED

Next Regular Meeting scheduled for February 7<sup>th</sup>, 2022 at 4:00 p.m.

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CHAIR

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RECORDING CLERK



### List of Actions

Action 2021-01	Administration CEO to ensure library is up to date with accessibility standards -Updated to include information on the law and timelines	Completed
Action 2021-02	Administration CEO to look into what is required for municipal history archiving	Ongoing
Action 2021-03	Administration CEO to communicate with the LEAD Team	Completed