



EAST FERRIS PUBLIC LIBRARY BOARD MEETING

Minutes of the Virtual Public Library Board Meeting of February 7th, 2022

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

EXCUSED ABSENT: Erika Lougheed, Elisha Sloan-Keats

1. Call to Order – Meeting called to order at 4:02 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. 2022-06

Moved by Joyce Effinger

Seconded by Chris Joly

THAT the draft agenda circulated to the Board and dated February 7th, 2022 be hereby adopted as circulated.

CARRIED

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

Motion No. 2022-07

Moved by Donna St. Martin

Seconded by Joyce Effinger

THAT the Minutes of the Public Library Board Meeting held January 10th, 2022 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

Capacity limits have increased at the library with the easing of restrictions which came into effect on January 31st. The library is switching internet service providers so they will see an increase in speeds. The library has partnered with the Callander Public Library to deliver Valentines from the community to residents of Nipissing Manor.

Motion No. 2022-08

Moved by Joyce Effinger

Seconded by Donna St. Martin

Motion to approve the CEO Report dated February 7th, 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 is awaiting a meeting to determine Council's vision, scope, expectations and budget. Ms. Effinger would like to be present at the meeting as well.

10. Approval of Accounts Payable and Financial Reports

Motion No. 2022-09

Moved by Chris Joly

Seconded Donna St. Martin

Motion to approve the accounts payables as per the Cheque Register dated December 1st, 2021 through December 31st, 2021 and the Financial Statements dated December 1st, 2021 through December 31st, 2021.

CARRIED

11. Other Business:

a) Approval of Amendment to Personnel Policy

The policy was amended by specifying that the Board will cover a maximum of five (5) days of wages for employees who are off due to an infectious disease emergency leave.



Motion No. 2022-10

Moved by Joyce Effinger

Seconded Donna St. Martin

THAT the East Ferris Public Library board approves the amendments made to the Infectious Disease Emergency Leave section of the Personnel Policy

CARRIED

- b) Approval of Statement of Authority, Powers and Duties Policy**
- c) Approval of Composition of the Board and Terms of Reference for Officers Policy**
- d) Approval of Meetings of the Board Policy**
- e) Approval of Amendment of By-laws Policy**

The Board removed the requirement to follow the same process of application for members seeking re-appointed to the board in the Composition of the Board and Terms of Reference Policy prior to approving all policies.

Motion No. 2022-11

Moved by Joyce Effinger

Seconded Chris Joly

THAT the East Ferris Public Library approves the following Policies:

- Statement of Authority, Powers and Duties Policy
- Composition of the Board and Terms of Reference for Officers Policy
- Meetings of the Board Policy
- Amendment of By-laws Policy

CARRIED

f) Legacy Document Update

Ms. St. Martin is attending a session regarding legacy documents on February 15th and will report back to the Board.

g) 2022 Budget Discussions

The Board reviewed the preliminary budget. Board members have some questions for the Treasurer before approving the budget.



12. In-Camera: None for this session

13. Adjournment

Motion No. 2022-12

Moved by Joyce Effinger

Seconded by Donna St. Martin

Motion to adjourn the meeting at 5:38 p.m.

CARRIED

Next Regular Meeting scheduled for March 7th, 2022 at 4:00 p.m.

CHAIR

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