



EAST FERRIS PUBLIC LIBRARY BOARD MEETING

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

PRESENT: Joyce Effinger
Donna St. Martin
Erika Lougheed
Kari Hanselman, Recording Clerk

Christine Joly
Jennifer Laporte, CEO
Elisha Sloan-Keats

EXCUSED ABSENT: None

OTHERS IN ATTENDANCE: Jason Trottier, CAO/Treasurer & Jessica Dion, Baker Tilly

1. **Call to Order** – Meeting called to order at 4:04 p.m.

2. **Adoption of the Agenda**

Motion No. 2022-15

Moved by Joyce Effinger

Seconded by Erika Lougheed

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

CARRIED

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

Motion No. 2022-16

Moved by Donna St. Martin

Seconded by Chris Joly

THAT the Minutes of the Regular Public Library Board Meeting held February 7th, 2022 and the Special Meeting held February 17th, 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. **Other Business**

a) **Presentation of 2021 Financial Statements by Jessica Dion of Baker Tilly SNT LLP**



Jessica Dion from Baker Tilly, the Municipal Auditors, presented the 2021 Financial Statements to the Board and they were approved as presented.

Motion No. 2022-17

Moved by Joyce Effinger

Seconded by Erika Lougheed

THAT the East Ferris Public Library's Financial Statements for the year ended December 31st, 2021 be accepted as prepared by Baker Tilly SNT LLP, Municipal Auditors.

CARRIED

b) 2022 Budget Discussions

Mr. Trottier provided the Board the figures for the full benefit package as requested. The 2022 budget was approved.

Motion No. 2022-18

Moved by Joyce Effinger

Seconded by Donna St. Martin

THAT the 2022 East Ferris Library Budget be approved in the amount of \$165,840.69.

CARRIED

7. Board Report

a) CEO Report

Ms. Laporte presented her report to the Board. The safety plan has been re-drafted due to the recent lifting of capacity limits. Strategic goal #1 (Improving Digital Literacy) and strategic goal #2 (Improve Communications with Patrons) have been completed. Digital magazines are now available through Libby. The library is offering free programs for kids over March Break. There is also a custom wooden sign workshop being offered to adults.

Motion No. 2022-19

Moved by Erika Lougheed

Seconded by Donna St. Martin

Motion to approve the CEO Report dated March 7th, 2022.

CARRIED



8. Correspondence and Information Items: None for this session

9. Communication: None for this session

10. Action Items

a) 2021-02 - Municipal history archiving

There is a draft Local History Policy for the Board to review and discuss at the next meeting.

11. Approval of Accounts Payable and Financial Reports

Motion No. 2022-20

Moved by Joyce Effinger

Seconded Elisha Sloan-Keats

Motion to approve the accounts payables as per the Cheque Register dated January 1st, 2022 through January 31st, 2022 and the Financial Statements dated January 1st, 2022 through January 31st, 2022.

CARRIED

12. In-Camera: None for this session

13. Adjournment

Motion No. 2022-21

Moved by Elisha Sloan-Keats

Seconded by Donna St. Martin

Motion to adjourn the meeting at 4:50 p.m.

CARRIED

Next Regular Meeting scheduled for April 4th, 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