



**THE CORPORATION OF THE
MUNICIPALITY OF EAST FERRIS**

PUBLIC LIBRARY BOARD MEETING

Minutes of the Virtual Public Library Board Meeting July 28th, 2020

PRESENT: Joyce Effinger
Jennifer Laporte, CEO
Emily Weiskopf-Ball
Kari Hanselman, Recording Clerk
Christine Joly
Elisha Sloan-Keats
Erika Lougheed, Councillor

EXCUSED ABSENT:

1. **Call to Order** – Meeting called to order at 4:00 p.m.

2. **Adoption of the Agenda**

Motion No. 2020-68

Moved by Emily Weiskopf-Ball

Seconded by Joyce Effinger

THAT the draft agenda circulated to the Board dated July 28th, 2020 be hereby adopted as circulated.

CARRIED

3. **Accepting of the Minutes from June 9th, 2020, June 16th, 2020, and July 6th, 2020**

Motion No. 2020-69

Moved by Erika Lougheed

Seconded by Elisha Sloan-Keats

THAT the Minutes of the Public Library Board Special Meetings held June 9th, 2020, June 16th, 2020, and July 6th, 2020 be adopted as circulated.

CARRIED

4. **Business Arising** – None for this session

5. **Declarations of Conflicts of Interest** – None for this session

6. **Board Reports**

a) **CEO Report**

The Board discussed current safety precautions at the library including the need for additional sneeze guards. CEO plans to meet with staff next week to discuss reopening. Chair Joly requests the CEO advise when she has met with staff. The library tentatively will be opening two days a week for browsing and two days a week for computer usage. CEO clarified that patrons can lightly browse without the need for quarantining. The Board discussed current statistics.

Motion No. 2020-70

Moved by Joyce Effinger

Seconded by Erika Lougheed

Motion to approve the CEO Report dated July 28, 2020

CARRIED

7. Correspondence and Information Items – None for this session

8. Communication

Ms. Weiskopf-Ball advised there is a new principal at the school. The Board passed the following motion:

Motion No. 2020-71

Moved by Emily Weiskopf-Ball

Seconded by Joyce Effinger

Motion for the CEO to reach out to the new principle at St. Thomas d'Aquin (Action Item 2020-11).

CARRIED

9. Action Items

a) 2020-04 – Administration – Tax bill inserts – Completed

CEO advised she had anticipated a delay in the tax bill and that the insert is still relevant.

b) 2020-07 – Prepare a written document of outstanding business plan priorities, rough timeline for completion

The Board reviewed the updated document. The Board requested more information such as statistics and data which will show the actions taken to achieve the objectives. Discussions were had regarding reformatting the CEO Report to better reflect the Business Plan objectives. The Board decided to hold a Special Meeting on August 20th, 2020 to review the Business Plan.

c) 2020-08 – Meeting with the LEAD Team regarding fundraising before September 2020

Ms. Weiskopf-Ball inquired if the CEO was still prepared to meet in September. Councillor Lougheed offered her expertise in the area. Ms. Weiskopf-Ball will set up a meeting with the LEAD Team, Councillor Lougheed, and the CEO for mid-September.

d) 2020-09 – Administration – Trillium Grant Updated

No discussion was had. This Action Item is now completed.

e) 2020-10 – Administration – Charitable status strategic plan priorities

The Board discussed how CanadaHelps.org is a common platform for donations. Councillor Lougheed suggested the library have a receipt template prepared for patrons who wish to donate in person. CEO advised she has downloaded a template. The Board passed the following motion:

Motion No. 2020-72

Moved by Chris Joly

Seconded by Elisha Sloan-Keats

Motion to approve the use of CanadaHelps.org as the platform for donations.

CARRIED

10. Approval of Accounts Payable

Motion No. 2020-73

Moved by Elisha Sloan-Keats

Seconded Chris Joly

Motion to approve the accounts payables as per Cheque Register dated May 1st, 2020 through May 31st, 2020.

CARRIED

11. Other Business

a) Approval of the Performance Appraisal Policy

Motion No. 2020-74

Moved by Chris Joly

Seconded by Erika Lougheed

Motion to approve the Performance Appraisal Policy.

CARRIED

b) Motion to approve the use of Microsoft Teams and set the procedure for usage

CEO advised Ms. Hanselman will be added to Teams and documents will be shared here as it is easier to track.

Motion No. 2020-75

Moved by Emily Weiskopf-Ball

Seconded by Joyce Effinger

Motion to approve the use of Microsoft Teams and set the procedure for usage

CARRIED

c) Remote Computer Training

CEO advised the library does not typically provide tech training over the phone. This service falls within the Resources and Information Policy. The Board discussed the installation of a second phone line.

d) Strategic Plan Summary

This item was discussed under 9.b)

e) Discussion – CanadaHelps.org as the platform we use for donations

This item was discussed under 9.e)

f) Update – OLS Meeting Held July 20, 2020

CEO advised that not everything has to be quarantined after use.

g) Response from Ontario Trillium Foundation – Re: Application process letter

No discussion was had.

12. In-Camera

The Public Library Board went to an In-Camera meeting to discuss personal matters about an identifiable individual.

Motion No. 2020-76

Moved by Joyce Effinger

Seconded by Chris Joly

That this meeting proceeds In-Camera at 5:49 p.m. under Section 239(2) of the Municipal Act, 2001. C.25 in order to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

Motion No. 2020-77

Moved by Chris Joly

Seconded by Emily Weiskopf-Ball

That we do now adjourn this In-Camera meeting at 6:13 p.m. and return to our regular session.

CARRIED

13. Adjournment

Motion No. 2020-78

Moved by Joyce Effinger

Seconded by Elisha Sloan-Keats

Motion to adjourn the meeting at 6:15 p.m.

CARRIED

Special meeting scheduled for August 20th, 2020 to discuss the Business Plan. Next regular meeting scheduled for September 15th, 2020 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 Lougheed 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	BF Sept 2020
Action 2020-09	Administration Follow up on Trillium Grant	Completed
Action 2020-10	Administration Follow up of the charitable status strategic plan priorities	BF July 2020
Action 2020-11	Administration CEO to email new principle at St. Thomas d'Aquin	BF Sept 2020