



PUBLIC LIBRARY BOARD MEETING

Minutes of the Virtual Public Library Board Meeting April 12th, 2021

PRESENT: Joyce Effinger
Jennifer Laporte, CEO
Erika Lougheed, Councillor
Kari Hanselman, Recording Clerk

Christine Joly
Elisha Sloan-Keats
Donna St. Martin

EXCUSED ABSENT: None

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

2. **Adoption of the Agenda**

Motion No. 2021-22

Moved by Joyce Effinger

Seconded by Chris Joly

THAT the draft agenda circulated to the Board and dated April 12th, 2021 be hereby adopted as circulated.

CARRIED

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

Motion No. 2021-23

Moved by Donna St. Martin

Seconded by Joyce Effinger

THAT the Minutes of the Public Library Board Meeting held March 1st, 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**

Ms. Laporte went over the CEO Report with the Board. Time of day checkout statistics support leaving the opening hours as is. Interlibrary loans are doing well. Craft kits are also doing well. The library received a donation specifically for these kits. The updated website now allows patrons to place a hold on books. The Board discussed getting a gazebo installed. The Board agreed the library should get a gazebo. Ms. Laporte will let the Board know about the lead they have on the gazebo before purchasing one. Councillor Lougheed advised there is a Trillium Grant they may be able to apply for. The Board discussed potential engineering services for the gazebo and the state of the current wheelchair ramp.

Motion No. 2021-24

Moved by Joyce Effinger

Seconded by Elisha Sloan-Keats

THAT the CEO ensure the library facility is staying up to date with accessibility standards, including the wheelchair ramp and any modifications that may be required for a canopy (Action Item 2021-01).

CARRIED

Motion No. 2021-25

Moved by Joyce Effinger

Seconded by Chris Joly

Motion to approve the CEO Report dated April 12th, 2021

CARRIED

7. Correspondence and Information Items

Ms. St. Martin advised she will be attending a session on April 22nd regarding the OLS elections. She will report back to the Board next meeting

8. Communication: None for this session

9. Action Items: None for this session

10. Approval of Accounts Payable and Financial Reports

Motion No. 2021-26

Moved by Erika Loughheed

Seconded Joyce Effinger

Motion to approve the accounts payables as per the Cheque Register dated February 1st, 2021 through February 28th, 2021 and the Financial Statements dated February 1st, 2021 through February 28th, 2021.

CARRIED

11. Other Business

a) Revisit 2021 Budget

The Board re-approved the 2021 budget with minor changes.

Motion No. 2021-27

Moved by Donna St. Martin

Seconded Joyce Effinger

Motion to approve the amended 2021 Budget as prepared by the CEO in the amount of \$157,064.50

CARRIED



12. In-Camera: None for this session

13. Adjournment

Motion No. 2021-28

Moved by Donna St. Martin

Seconded by Chris Joly

Motion to adjourn the meeting at 4:46 p.m.

CARRIED

Next Regular Meeting scheduled for May 10th, 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 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	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 May 2021