



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

PUBLIC LIBRARY BOARD MEETING

Minutes of the Public Library Board Meeting November 5th, 2019
East Ferris Community Centre, Astorville

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

EXCUSED ABSENT: Elisha Sloan-Keats

1. Call to Order – Meeting called to order at 3:57 p.m.

2. Approval of the Agenda

Motion No. 43-19

Moved by Emily Weiskopf-Ball

Seconded by Joyce Effinger

THAT the draft agenda presented to the Board dated November 5th, 2019 be hereby adopted as circulated.

CARRIED

3. Approval of the minutes from October 1st, 2019

Motion No. 44-19

Moved by Joyce Effinger

Seconded by Christine Joly

THAT the Minutes of the Public Library Board Meeting held October 1st, 2019 be adopted as circulated.

CARRIED

4. Business Arising

a) East Ferris LEAD team Update

Ms. Weiskopf-Ball advised that the plans for the coffee bar are now in place and the team is working on getting quotes. The Poinsettia Sale is taking place until November 21st. Ms. Weiskopf-Ball advised that improved communication with regards to booking space would be beneficial. The Board discussed creating a booking form, or visual calendar to display events.

The Board discussed the need for a Memorandum of Understanding with the LEAD team. Clarifying who does what will allow the Board to move forward with discussions of

an expansion. The Board decided that creating a M.O.U is a top priority. Councillor Lougheed and Ms. Effinger will attend the next LEAD team meeting to discuss a M.O.U.

b) Charitable Status

The CEO gave the Board an update on obtaining charitable status. The CEO advised there is a technical issue with the CRA website, and that the application is currently at a stand still until CRA corrects the issues. Ms. Effinger suggested to the CEO that in the meantime, the CAO can review what has been completed to date.

Action 1903-01	Administration CEO to look into what is involved with a charitable status	BF December 2019
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c) Assistant Librarian

The new Assistant Librarian will be starting this week and will be working every second Wednesday. The Board is invited to the library to meet her.

d) Library Expansion

The Board decided to defer any discussions of an expansion to the library until a Memorandum of Understanding with the LEAD team is in place. Councillor Lougheed advised that Councillor Kelly would like to be included in any further discussions since the Fitness Centre rents the basement of the library.

5. Approval of Accounts Payable

Motion No. 45-19

Moved Erika Lougheed

Seconded by Emily Weiskopf-Ball

Motion to approve the accounts payables as per Cheque Register dated September 1st, 2019 through September 30th, 2019.

CARRIED

6. New Business

a) Forest of Reading

The CEO advised the Board that books have been purchased and that they are working on finalizing a budget amount for this year.

7. CEO Report

The Board discussed the CEO Report for this meeting. CEO advised that the new chairs have arrived. Discussions were had regarding device charging stations for patrons. CEO advised that the library will be 40 years old in January 2020 and that an e-mail was sent to the LEAD team as the anniversary could be a potential fundraising/promotional opportunity.

8. Closing of meeting

Motion No. 46-19

Moved by Emily Weiskopf-Ball

Seconded by Erika Lougheed

Motion to adjourn the meeting at 5:03 p.m.

CARRIED

9. Next Meeting

Next meeting scheduled for December 3rd, 2019 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 March 2019
Action 1901-01	Administration CEO to provide a copy of the Public Libraries Act to all board members	Completed March 2019
Action 1902-01	Administration CEO to make available electronically all library policies	Completed March 2019
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 April 2019
Action 1903-01	Administration CEO to look into what is involved with a charitable status	BF November 2019
Action 1903-02	Administration CEO to work on producing two plans #1 Floorplan with furniture layout #2 Tech plan	Completed June 2019
Action 1905-02	Administration CEO to ensure that a summary of revenue is included in the accounts payables report	Completed June 2019
Action 1909-01	Administration CEO draft a policy regarding exhibiting art for sale at the library.	BF October 2019