



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

PUBLIC LIBRARY BOARD MEETING

Minutes of the Public Library Board Meeting October 1st, 2019
East Ferris Community Centre, Astorville

PRESENT: Joyce Effinger
Christine Joly
Erika Lougheed, Councillor
Jason Trottier, CAO/Treasurer
Kari Hanselman, Recording Clerk
Elisha Sloan-Keats
Jennifer Laporte, CEO

EXCUSED ABSENT: Emily Weiskopf-Ball

1. **Call to Order** – Meeting called to order at 4:03 p.m.

2. **Approval of the Agenda**

Motion No. 39-19

Moved by Joyce Effinger

Seconded by Elisha Sloan-Keats

THAT the draft agenda as amended and presented to the Board dated October 1st, 2019 be hereby adopted as circulated. The agenda was amended by adding the following item:

-6. b) Forest of Reading

CARRIED

3. **Approval of the minutes from September 3rd, 2019**

Motion No. 40-19

Moved by Christine Joly

Seconded by Erika Lougheed

THAT the Minutes of the Public Library Board Meeting held September 3rd, 2019 be adopted as circulated.

CARRIED

4. **Business Arising**

a) **East Ferris LEAD team – Expansion**

Discussions were had regarding an expansion of the library. The Board is in agreeance that an expansion is necessary. Mr. Trottier shared with the Board plans from 1999 for the original building and advised that, yes, an expansion is possible at the current location. Mr. Trottier advised the Board that they may want to approach Council regarding an expansion. The Board discussed preparing a case for support. Councillor

Lougheed advised she will prepare a draft case for support and circulate to the Board by October 15th. The first step should be to determine why the library requires an expansion and what specifically the needs are. Discussions were had regarding potential funding opportunities. Mr. Trottier will provide the Board with Investing in Canada Plan grant application guidelines. The Board discussed the need for a Memorandum of Understanding between the library and the LEAD team.

b) Charitable Status

Discussions were had regarding the progress of the library obtaining charitable status. CEO will get required information from the Deputy Treasurer and the application should be submitted by the next Board meeting.

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

The job advertisement for the Assistant Librarian was published last week. Lots of resumes have been submitted to date. The new hire will work every other Thursday and cover vacations.

5. Approval of Accounts Payable

Motion No. 41-19

Moved Joyce Effinger

Seconded by Erika Lougheed

Motion to approve the accounts payables per Cheque Register dated August 1st, 2019 through August 31st, 2019.

CARRIED

6. New Business

a) Summer 2019 review

The Board reviewed the Summer 2019 Review as provided by the CEO.

b) Forest of Reading

Ms. Sloan-Keats advised she has sent an e-mail to get the Forest of Reading program going again for this year. Mr. Trottier will provide Ms. Sloan-Keats with the balance sheet carry over from 2018. Mr. Trottier advised writing a letter to Council requesting a Forest of Reading donation. CEO advised that the library does not have to pay a fee for registration as the population is less than 7,000.

7. CEO Report

The Board discussed the CEO Report dated October 1st, 2019. CEO advised that the updates to the study section of the library are now complete.

8. Closing of meeting

Motion No. 42-19

Moved by Erika Lougheed

Seconded by Joyce Effinger

Motion to adjourn the meeting at 5:14 p.m.

CARRIED

9. Next Meeting

Next meeting scheduled for November 5th, 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