



EAST FERRIS PUBLIC LIBRARY BOARD MEETING

Minutes of the East Ferris Public Library Board Meeting of November 3rd, 2025
Municipal Office Council Chambers at 3:30 p.m.

PRESENT: Joyce Effinger, Chair
Christine Joly
Jennifer Laporte, Library CEO
Lauren Rooyakkers, Council Representative (via Zoom)
Lisa Dupuis
Donna St. Martin
Kim Rose, Secretary

EXCUSED ABSENT: None

1. **Call to Order** – Meeting called to order at 3:30 p.m.
2. **Land Acknowledgment** – Chair Effinger read the land acknowledgment.
3. **Adoption of the Agenda**

Motion No. 2025-60

Moved by Christine Joly

Seconded by Lisa Dupuis

THAT the draft agenda circulated to the Board and dated November 3rd, 2025 be hereby adopted as circulated.

CARRIED

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

Motion No. 2025-61

Moved by Lauren Rooyakkers

Seconded by Christine Joly

THAT the Minutes of the Public Library Board Meeting held October 1st, 2025 be adopted as circulated.

CARRIED

5. **Business Arising from the Minutes:** None for this session
6. **Declarations of Conflict of Interest:** None for this session
7. **CEO Report:**

The CEO reviewed the November 2025 CEO Report with the Board.



Motion No. 2025-62

Moved by Lisa Dupuis

Seconded by Christine Joly

Motion to approve the CEO Report dated November 3rd, 2025.

CARRIED

8. Correspondence and Information – None for this session

9. Communications – None for this session

10. Action Items

a) Policy Approval:

Motion No. 2025-63

Moved by Lauren Rooyakkers

Seconded by Christine Joly

THAT the Public Library Board approves the following policies:

- BL1 through BL4
- GOV1 through GOV6
- HR2 and HR3
- HS4 and HS9
- OPR1 and OPR2, OPR4, OPR6 and OPR7-OPR9 and OPR12 through OPR26 with the exception of OPR18.

CARRIED

11. Approval of Accounts Payable and Financial Reports

Motion No. 2025-64

Moved by Donna St. Martin

Seconded by Lauren Rooyakkers

Motion to approve the accounts payable as per the Cheque Register dated September 1st, 2025 through September 30th, 2025 and the Financial Statements through September 30th, 2025.

CARRIED

12. Other Business:

a) Policy Review: HR1 & HR4

The Board discussed the draft Personnel Policy and the draft Compensation Policy. The Board agreed upon the amendments. CEO, Jennifer Laporte will finalize the amendments. These two policies will be brought forward to the next meeting of the Board.



The Board discussed amending the vacation allotment, as per the Municipal Collective Agreement, as has been past practice.

Motion No. 2025-65

Moved by Lauren Rooyakkers

Seconded by Christine Joly

THAT the East Ferris Public Library Board approves the change in vacation to align with the Municipal policy by adding 5.5 weeks of vacation at 11% after 15 years.

CARRIED

b) 2025 Budget vs. Actuals

The CEO advised that there is \$4,900 in donations and asked the Board what they would like to see purchased with the funds. The Board agreed that there were small capital items that were required, such as folding chairs, improvements to the art display and a new laptop. The Board advised the CEO to use the funds where necessary.

Motion No. 2025-66

Moved by Donna St. Martin

Seconded by Lisa Dupuis

THAT the East Ferris Public Library Board authorizes the CEO to utilize the balance of the donation funds for small capital items, as she sees fit.

CARRIED

13. Items for Council

Lauren Rooyakkers has a list of items that will be brought forward to Council at its next regular meeting of November 12th, 2025, through the Mayor.

14. In-Camera (if required) – None for this session

15. Adjournment

Motion No. 2025-67

Moved by Christine Joly

Seconded by Donna St. Martin

Motion to adjourn the meeting at 4:45 p.m. and meet again on December 1st, 2025.

CARRIED

CHAIR

RECORDING CLERK