

Minutes of the Regular Meeting of the Lanark Highlands Public Library Board

May 15, 2019

Call to order at 7 pm

Attending: Bob Mezzatesta, Chair; Bonita Carrothers, Vice-Chair; Jeannette Bosman, Ryan Hunter, Shannon Adams, Treasurer, Peter McLaren, David Rowe CEO. Regrets: Joan Sargeant, Leslie Golding.

Approval of the agenda. It was noted by Bob Mezzatesta that there are legal ramifications to the library board having “committees” (need to have agendas, be open to the public, etc). Therefore LHPL committees shall be named “working groups”.

The date of the June meeting was discussed. Thursday June 27 was decided upon.

Agenda approved, moved by Ryan Hunter, seconded by Peter McLaren

Minutes of the April 17 meeting.

Board felt there was not enough detail in the April minutes. CEO will add that detail, and resubmit the minutes at the next meeting.

Financial Report

Shannon Adams presented the April financial report. Revenues are a bit low, but everything else is normal. Approval moved by Jeanette Bosman, seconded by Bonita Carrothers.

Auditors Report

Shannon presented the auditors report, and it was discussed briefly. The Board discussed the auditors' questions on potential fraud and agreed that many practices were already in place to manage risk, and no known issues of fraud existed. Approval moved by Bonita, seconded by Peter.

CEO Report

CEO highlighted staff changes and talked about the advertisement for the position to replace Christine.

A report exploring the possibility of offering financial assistance to the Perth Summer Literacy Program was discussed. The report from the CEO was tabled.

Chair Report

Bob presented several items of information.

Re the CEO hiring process: the working group has the authority to hire a CEO, so there's no need for a special board meeting.

He has been in direct contact with Civitan to be a direct partner in fundraising, who will provide the facility and a liquor license.

"Go fund me" was also a topic of conversation, with inquiries like "How does it work", "how to we get our money". Shannon will investigate further

Bob announced new library cleaners, Gordon Palmer and Associates, the same people who clean the downstairs of the municipal building. Will clean once a week, for 3 hours at \$25 per hour.

Library Love

Jeanette went to a meeting of Lanark librarians called to discuss pop-up activities, "Library love" to raise awareness of library vulnerability to funding issues.

Policy Working Group

It was noted that for the volunteer policies, the minimum age for volunteers is at least 14.

The following policies were approved.

GOV-01 Purpose and Duties of the Board
GOV-02 Financial Control/Oversight

VOL-01 Volunteer Program
VOL-02 Recruitment and Assignment
VOL-03 Responsibilities of Volunteers

Moved by Ryan, seconded by Peter

Trustee Council report.

The report was presented by Bob and Ryan

Next meeting

Thursday June 25 at 7 pm.

Meeting adjourned at 9:10, moved by Jeanette, seconded by Ryan.