

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

February 27, 2019

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

Regrets: Leslie Golding, Peter McLaren

Call to order: Chair Bob Mezzatesta called the meeting to order at 7:00 PM.

Agenda: Approved, Ryan Hunter moving, Joan Sargeant seconded.

Minutes of the January 16 meeting. Noted that the Financial Report was not showing as moved or seconded. Minutes approved, moved by Bonita Carrothers, seconded by Ryan.

Financial report. Presented by treasurer Shannon Adams. Money allocated in the budget to cover library services by Carleton Place.

Motion 2019-3. That \$2252.00 allocated in the proposed 2019 budget for Carleton Place be transferred to the "Paper books" budget.

Moved by Joan Sargeant, seconded by Jeannette Bosman.

There was some discussion about investing part of the reserve. The decision was to invest \$25,000 for 1 year with Tangerine.

Motion 2019-4 Moved that the Lanark Highlands Public Library, through its treasurer, invest \$25,000 from the reserve funds, with Tangerine financial, for a period of 1 year, at 2.6%. Moved by Bonita Carrothers, seconded by Jeannette Bosman.

Policies Eight policies were presented for review and adoption by Bonita Carrothers. Four of these, foundational policies, are intended to provide direction and support for developing a vision statement, values statement, and mission statement, The fifth foundational policy is an acknowledgement of our position on indigenous lands.

Motion 2019-5 Moved that the following polices be approved and adopted:

- 1. Foundation Policy - FN-01 Mission Statement*
- 2. Foundation Policy - FN-02 Vision Statement*
- 3. Foundation Policy - FN-03 Statement of Values*
- 4. Foundation Policy - FN-04 Intellectual Freedom*
- 5. Foundation Policy - FN-05 Respect and Acknowledgement Declaration*
- 6. Human Resources HR-01 Prevention of Workplace Violence*
- 7. Human Resources HR-02 Health and Safety*
- 8. Human Resources HR-03 Workplace Harassment and Discrimination*

Moved by Joan Sargeant, seconded by Bob Mezzatesta

Outstanding Business

Trustee Council Representative

Ryan Hunter volunteered

Reciprocal Borrowing Agreement

2019-6 Moved by Jeanette Bosman seconded by Joan Sargeant, that the reciprocal membership agreement with Perth Union Public Library, be accepted and signed.

Carleton Place offer. Bob Mezzatesta presented a letter he sent, on behalf of the Board, to Carleton Place Public Library declining their offer for the present.

New Business

Bob presented a template for Board Agendas.

Fund Raising

Talk centred around Income tax act restrictions on charitable groups, and the possibilities of creating a Friends of the Lanark Highlands Library group.

Next meeting is scheduled for March 20, 2019.

Meeting adjourned at 8:15 PM. Moved by Bonita Carrothers, seconded by Ryan Hunter