

**1. CALL TO ORDER: 6:25 pm**

**PRESENT:**

Board Members: B. Mezzatesta (Chair), B. Carrothers (Vice-Chair), J. Sargeant, P. McLaren, R. Hunter

Staff: A. Robinson, S. Adams

Regrets: L. Golding,

**2. INTRODUCTORY REMARKS (INFORMATION/ANNOUNCEMENTS)**

None.

**3. DECLARATION OF ANY PECUNIARY CONFLICT OF INTEREST: None**

**4. APPROVAL OF THE AGENDA**

Approved.

**5. CONSENT AGENDA:**

- a. October Board Minutes
- b. October Financial Report (Shannon)
- c. October CEO Report & Statistics

Moved by B. Carrothers and seconded by J. Sargeant... "That the Lanark Highland Public Library Board accepts the consent agenda which includes the October Board minutes, October CEO report/statistics & the October Financial report." Carried.

**6. OLD BUSINESS:**

**a) Panic Button**

General discussion took place. It was decided to defer until after we hear about the budget. A. Robinson will look into whether the Township would consider upgrading their alarm system in order to allow for the add-on of panic buttons.

**b) Draft 2020 Budget Update**

S. Adams and A. Robinson met with P. Olynyk at the Township and he felt the budget was reasonable. He inquired about certain lines that had increased significantly and was satisfied with our answers.

**7. NEW BUSINESS: FOR DISCUSSION/DECISION**

**a. Chair Update**

• **Changes to the Public Library Act:**

Landed Immigrants now qualify to be board members and the minimum number of meetings to be held by Public Library boards is now 4 meetings per year.

**Action Item:** Board members are to consider how many board meetings they feel should be scheduled in a year but the general feeling was that 10 meetings a year worked well and kept board members in touch with what was happening in the Library. It was felt that the change in law would

allow for flexibility in the event that quorum could not be met, or meetings needed to be cancelled due to weather.

- **CEO Evaluation:**

The hiring committee met with the CEO on December 6<sup>th</sup> to complete her 6-month evaluation. It was a positive review. A new CEO evaluation form was created and was based primarily on the items listed in the job description.

Moved by B. Carrothers and seconded by R. Hunter... “That the Lanark Highlands Public Library Board accepts the new evaluation form which replaces the old form in Appendix B of the GOV-06 Board-CEO Partnership policy”. Carried.

- **Board Training:**

2<sup>nd</sup> year board members were advised to review the Year 2 training on the SOLS.org website.

**b. Report of the Trustee Representative**

- **SOLS Training:**

It was recommended that board members review all four years of training each year as some items might have been reviewed in Year 1 but might become relevant in Year 3, etc.

- **Board-Council Relationship:**

It is good for board members to reach out one-on-one to Council members to advocate for the library.

- **Ideas from Other Libraries:**

Smaller libraries are doing a number of things to improve usage of the library and to target specific user groups. For example: developing space for teens, maker spaces, a Library passport to include all branches in a system but could be adapted to include multiple service points in Lanark Highlands. A potential tech program for Lanark Highlands Public Library could be a “Google Home” seminar.

**c. Tay Valley Township Donation**

S. Adams reported that after a conversation with the administration staff at Tay Valley it was determined that they still wished to give a donation of \$3,100 for 2019 and have asked S. Adams to forward a letter for another donation in 2020. At that time they would like a report indicating the number of patrons using our library.

**d. Strategic Plan Update**

The results of the 2019 Community Survey were tabulated and presented. A. Robinson has begun work on a few sections of the Strategic Plan and has looked at other Public Library Strategic Plans. In the upcoming months she will present completed sections to the board for review.

**8. POLICY REVIEW:**

1. HR-07 Compensation Policy

Moved by J. Bosman and seconded by R. Hunter... “That the Lanark Highlands Public Library Board approves the policy with amendments.” Carried.

**9. IN CAMERA:**

Moved by R. Hunter and seconded J. Sargeant... "That the Board move In Camera to consider the following items at 8:00 pm:

- a) HR Matter 1
- b) HR Matter 2

Moved by J. Sargeant and seconded by R. Hunter... "That the Board rise from In Camera at 8:20pm and resolved to implement what was discussed." Carried.

**10. ADJOURNMENT: 8:20pm**

**Next Meeting:** Wednesday December 18, 2019, 8:30pm at Providence Point

Wednesday December 18, 2019  
Providence Point, Lanark Highlands

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**1. CALL TO ORDER: 8:28 pm**

**PRESENT:**

Board Members: B. Mezzatesta (Chair), B. Carrothers (Vice-Chair), J. Sargeant, P. McLaren, R. Hunter

Staff: A. Robinson, S. Adams

Regrets: L. Golding,

**2. INTRODUCTORY REMARKS (INFORMATION/ANNOUNCEMENTS)**

None.

**3. DECLARATION OF ANY PECUNIARY CONFLICT OF INTEREST:**

None.

**4. APPROVAL OF THE AGENDA**

Approved.

**5. CONSENT AGENDA:**

- a. November Report (Shannon)
- b. November CEO Report & Statistics

Moved by J. Bosman and seconded by J. Sargeant... "That the Lanark Highland Public Library Board accepts the consent agenda which includes the November CEO report/statistics & the November Financial report." Carried.

**6. NEW BUSINESS: FOR DISCUSSION/DECISION**

**a. Chair Update**

None.

**b. Cost of Living Wage Adjustment**

Moved by B. Carrothers and seconded by R. Hunter... "That all Lanark Highland Public Library employees receive a cost of living wage increase of 1.5% effective January 1, 2020." Carried.

**7. COMMENTS, ANNOUNCEMENTS, & OTHER BUSINESS**

B. Mezzatesta wished everyone a wonderful holiday.

**8. ADJOURNMENT: 8:34pm**

**Next Meeting:** Wednesday January 22, 2020 at 6pm