

**1. CALL TO ORDER:** 6:56 pm

**PRESENT:**

Board Members: B. Mezzatesta (Chair), B. Carrothers (Vice-Chair), L. Golding, J. Bosman, J. Sargeant, P. McLaren, R. Hunter  
Staff: A. Robinson, S. Adams  
Regrets: None

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

The board welcomed the new CEO, A. Robinson, to the library and introductions were made.

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

**4. APPROVAL OF THE AGENDA**

Approved.

**5. CONSENT AGENDA:**

- a. April & May Board Minutes
- b. May Statistics & Financial Report
- c. May CEO Report

Moved by B. Carrothers and seconded by L. Golding... "That the Lanark Highland Public Library Board accepts the consent agenda which includes the April & May's Board minutes, May's Statistics & Financial report, and CEO report." Carried.

**6. OLD BUSINESS:**

A discussion was held regarding the history of the Summer Literacy Program partnership with Perth & District Union Public Library.

**Action Item:**

Determine whether correspondence has gone to the schools regarding the selection of students and consult with the CEO at Perth & District Union Public Library regarding the details of the program and their potential request for funding.

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

**a. Chair Report**

- **Library Hours:** Current library hours were discussed and the idea of potentially closing one hour earlier on Tuesdays was proposed. A. Robinson will use circulation reports and reporting from the staff to determine how frequently the library is utilized between 8pm-9pm on Tuesdays.
- **Monthly Internet Billing:** A contract was found between the Lanark Township and the Library board that indicated that the Township was going to be responsible for covering the costs of our monthly Internet expenses. P. McLaren indicated that the contract in question referred to a period of time where towers were housed on city property and during that time period the

Internet expenses for the Township and the Library were covered. That project has not continued and thus the agreement is no longer active.

- **Panic Library:** There was some concern about staff working alone in the evenings and the question arose as to whether the current security system could be integrated with a panic button. A. Robinson will touch base with the Township and look into this.

**b. Interlibrary Loan**

A. Robinson discussed the current status of Interlibrary Loan postage reimbursement, the effects of the new processes on staff resources, possible start dates to reintroduce the service and alternative service delivery options in the interim.

Moved by L. Golding and seconded by R. Hunter... "That the Lanark Highlands Public Library Board reintroduce Interlibrary Loan Service effectively immediately". Carried.

**Action Item:**

Put processes in place to maximize efficiencies, make note of staff resources required and monitor the budget.

**c. Computer Purchase**

A. Robinson presented a report recommending the purchase of a new computer workstation for the CEO. This purchase was approved.

**d. Signing Officers**

S. Adams noted that the authorized signing officers on the library's Scotiabank business account would need to be updated due to change of CEOs, and library policy. The Board agreed that A. Robinson and J. Bosman would be added as signing officers. A letter authorizing the changes to Scotiabank was prepared and signed by B. Carrothers for S. Adams to proceed with the changes.

**8. POLICY REVIEW**

1. OP-08 Privacy, Access to Information and Electronic messages under CASL (This policy corresponds to OP-07 Internet Services - reference has been updated)
2. GOV-03 Policy Development
3. GOV-04 Planning
4. GOV-05 Board Advocacy
5. GOV-06 Board-CEO Partnership

Moved by R. Hunter and seconded by L. Golding... "That the Lanark Highlands Public Library Board approves the policies as presented." Carried.

**Action Item:**

A. Robinson will draft a collection development policy to be presented at the next board meeting and update the current policy binder & website with the approved policies.

**9. IN CAMERA:**

Moved by J. Sargeant and seconded by B. Carrothers... "That the Board move In Camera to consider the following item at 8:59 pm:

- a) Employee Salary Grid

Moved by J. Sargeant and seconded by B. Carrothers... "That the Board rise from In Camera at 9:13pm and instructs A. Robinson and S. Adams to implement the new salary grid as discussed. Carried.

**10. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS:**

B. Carrothers presented a Compensation Plan & Policy dated 2002 and inquired whether this should be updated. The subject of a Sick Leave Policy was also raised and it was noted that it should be comparable to that of the Township's Policy.

**Action Item:**

S. Adams and A. Robinson will discuss both topics with the new Treasurer at the Township.

**11. ITEMS FOR NEXT AGENDA**

- a) OLA Superconference Attendance
- b) Collection Development Policy
- c) Strategic Plan Document

**12. ADJOURNMENT:** 9:45pm

**Next Meeting:** Wednesday September 18, 2019