

Wednesday October 16, 2019  
Lanark Library, Lanark Highlands

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**1. CALL TO ORDER: 7:00 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, J. Bosman

**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. June Board Minutes
- b. August Financial Report (Shannon)
- c. Jun-Aug 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 September Board minutes, September CEO report/statistics & the September Financial report." Carried.

**6. OLD BUSINESS:**

**a) Panic Button**

A. Robinson presented some options for personal security buttons but the options required either the use of a cell phone (which didn't need a sim card or data plan) and was reasonably priced, or required a dedicated landline and you had to make your way back to the base to communicate with the emergency response team or, for the more portable options had a higher monthly fee. A discussion took place about whether an actual security system might be a better option. Many of them come with an emergency fob that we could utilize.

**Action Item:**

A. Robinson will follow up with ADT, Advanced Alarms and look at these options.

**b) Compensation Policy**

The details of the compensation policy have been gathered. S. Adams and A. Robinson had a few more details to work out before presenting a completed policy to the board.

**Action Item:**

S. Adams and A. Robinson will prepare an updated Compensation Policy for the next meeting.

**c) Liability for Home Delivery Service**

A. Robinson contacted a few other libraries that offered home delivery service and was told that library employees and volunteers are covered under the municipality's insurance policy when staff & volunteers are carrying out work on behalf of the library.

**Action Item:** A. Robinson will touch base with the township at some point to discuss with them, their understanding of our coverage with regards to volunteer liability as well as content insurance and make sure the coverage is adequate.

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

**a. Change to Library Hours**

A Robinson reported to the board that there were very few negative comments regarding the reduction in hours. Most people were understanding and the message to the public made it clear that the reduction of hours was a result of lost revenue from service contracts and not an unexpected budget cut from the Township.

A discussion of holiday hours took place and A. Robinson was informed that this decision was hers to make and any changes to the hours on the 24<sup>th</sup> and 31<sup>st</sup> of December should be made known to the public.

**b. Website/Logo/Hosting**

A Robinson presented a draft logo to the board. They provided some feedback on the proposed design and indicated that final decisions fell to the CEO. The redesign of the logo is being paired with a redesign of a new website. The new website will be created so that staff themselves can make changes and add updates without having to go through a design company. Both the site and the logo are being designed free of charge and the anticipated costs to move the site from the current hosting company to a new one is minimal and ongoing hosting fees should be similar to present.

**c. Internet/Phone Service**

With the installation of the new Konica Minolta copier/scanner/fax/printer, there is an even greater need to have a dedicated fax line. The cost is an additional \$40 a month from Bell. However, if we move our Internet service to Bell, the Internet, phone and new fax line will cost around \$135. Currently we are paying almost \$160 for just the Internet & phone line alone (Internet is with Storm, phone with Bell). We are in a service contract until December with Storm.

The quoted Internet service from Bell includes unlimited downloading and an Internet speed of 50Mbps in comparison to our current service which is 200 GB/month and 10 Mbps download speed.

The decrease in price and increased speed and bandwidth allowance make this an easy decision. The only concern is with regards to the quality of the DSL lines currently in place.

**Action Item:** It is believed that the Township office currently uses Bell's DSL service. A. Robinson will touch base with them to see how it is working and make final decisions about moving the service at the end of our current contract.

**d. 2020 Draft Budget**

S. Adams presented the draft budget which featured a 12.77% (or \$8,500) increase. The proposed budget needed to compensate for the revenue lost with the recent withdrawing of the service contract by Drummond/North Elmsley Township & Tay Valley Township. It allowed for a more appropriate materials budget, accounted for the increase in building maintenance due to the service contract with a cleaning company and minor adjustments were made to individual budget lines that were starting to lag behind.

The percentage increase we are asking from the Township was mitigated by our decision to reduce operational hours by 16%. One board member pointed out that beyond the percentage we needed to make up for the loss of revenue in our service contracts, the amount we are asking is a reasonable cost of living increase.

A discussion regarding the best way to propose this budget to the Township took place.

**Action Item:** S. Adams and A. Robinson will request a meeting with the CAO and Treasurer to go over the proposed budget and hopefully garner their support at Council.

**e. Grants**

The granting period for the Perth & District Community Foundation as well as the Lanark Highlands Municipal Grant are now open.

**Action Items:** A. Robinson will put in applications for both grants.

**f. Chair Update**

B. Mezzatesta had nothing to report.

**8. IN CAMERA:**

Moved by J. Sargeant and seconded by R. Hunter... "That the Board move In Camera to consider the following item at 8:30 pm:

a) HR Matter

Moved by J. Sargeant and seconded by B. Carrothers... "That the Board rise from In Camera at 8:56pm and instructs A. Robinson and S. Adams will take action as directed by the board. Carried.

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

A. Robinson thanked the board for their volunteerism and presented each with a card and small token of appreciation.

**10. ITEMS FOR NEXT AGENDA**

- a) Strategic Plan
- b) Compensation Policy

**11. ADJOURNMENT: 9:05pm**

**Next Meeting:** Wednesday November 27, 2019, 7pm at the Lanark Highlands Public Library