

**1. CALL TO ORDER: 7:03 pm**

**PRESENT:**

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

Staff: A. Robinson, S. Adams

Regrets: L. Golding, J. Sargeant

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

B. Mezzatesta welcomed everyone back after the summer hiatus.

**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. Bosman... "That the Lanark Highland Public Library Board accepts the consent agenda which includes the June Board minutes, June CEO report/statistics & the August Financial report." Carried.

**6. OLD BUSINESS:**

**a) Panic Button**

A. Robinson has not heard back from the security system point of contact regarding whether a panic button could be integrated with the current system. The board discussed the possibility of a third party panic button system.

**Action Item:**

A. Robinson will follow up with the alarm company once more and also begin to look at other options.

**b) Compensation Policy**

After reviewing the Townships compensation policy for their non-union employees it was determined that our adaptation of this policy was still relevant.

**Action Item:**

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

**c) OLA Super Conference**

The topic of attending the OLA Super Conference was revisited and it was determined that at this time the expense outweighed the benefit of attending. Instead, A. Robinson will be attending the Little

Branches, Rural Roots conference in Arnprior in October where there will be networking opportunities and seminar topics more closely related to rural librarianship.

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

**a. Chair Update**

B. Mezzatesta reported that the hiring group met with A. Robinson on September 3 to review her first 3 months and have approved the successful completion of her probationary period. A more formal review will take place in December 2019.

**b. Purchase of a multifunction printer**

A. Robinson prepared a report recommending the outright purchase (vs leasing) a multifunction printer from Upper Canada Office Systems. Multiple quotes were obtained by four different companies. The report made the recommendation to purchase the machine outright instead of leasing to save on the interest fees.

Moved by R. Hunter and seconded by P. McLaren..."That the recommended printer be purchased out of the capital reserve fund." Carried.

**c. 2020 Budget**

In preparation of the 2020 budget, S. Adams asked the board if there were any special items or projects they wished to be included in the 2020 draft budget. It was undecided what % increase the budget should be built on. A discussion took place regarding the approach we might take with the Township in starting a conversation about a more long term approach to a sustainable budget.

**Action Item:** A. Robinson will work with S. Adams to present a draft budget to the board for the October meeting.

**d. Library Hours**

A report was presented to the board to reduce the number of operating hours for the library in an attempt to move towards a more balanced budget and to address a few scheduling issues. After a discussion, it was decided that the weekly hours would be reduced by 6 hours a week. Circulation statistics, variety of hours and current scheduling issues were the determining factors in deciding which hours to close.

Moved by J. Bosman and seconded by P. McLaren..."That the library reduce its service hours by 6 hours per week effective October 1, 2019. The new hours of operation are Tuesday 10am to 8pm, Wed-Fri 1pm to 6pm and Saturday 10am to 3pm." Carried.

**Action Item:** Monitor feedback from the community regarding the reduction in hours.

**e. Transfer of Money from the Reserve to the Book Budget Line**

A. Robinson requested that \$1,600 be transferred from the Working Fund to the book budget line in order to purchase the sought after titles from the Fall Best Sellers list.

Moved by B. Carrothers and seconded by R. Hunter..."That \$1,600 be transferred from the Working Fund to the operating book budget." Carried.

**f. Strategic Plan**

The strategic plan project was briefly discussed. A. Robinson asked for clarification on which components of the strategic plan were to be completed. She also updated the board on the first step of the project which was to tabulate the results of the community survey that will serve as the basis of the strategic plan.

**8. POLICY REVIEW**

1. OP-09 Joining the Library
2. OP-10 Borrowing Library Resources
3. OP-11 Collection Management

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

**Action Item:**

A. Robinson will look at how other libraries handle potential liabilities when utilizing volunteers to deliver materials for home delivery service.

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

B. Carrothers proposed that the Chair Report is moved from the Consent agenda to the "New Business" section and be called a "Chair Update". This was agreed on by B. Mezzatesta.

**10. ITEMS FOR NEXT AGENDA**

- a) Strategic Plan
- b) Feedback regarding change in hours
- c) Budget
- d) Holiday Hours
- e) Compensation Policy

**11. ADJOURNMENT: 9:14pm**

**Next Meeting:** Wednesday October 16, 2019