

**1. CALL TO ORDER: 7:32 pm**

**PRESENT:**

Board Members: B. Mezzatesta (Chair), B. Carrothers (Vice-Chair), J. Sargeant, R. Hunter, J. Bosman, B. Roxburgh, P. McLaren  
Staff: A. Robinson, S. Adams

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

The board chair welcomed our newest board member, B. Roxburgh.

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

**4. APPROVAL OF THE AGENDA**

Item G (SWOT analysis) was moved to the New Business Section.

**5. CONSENT AGENDA:**

- a. February 19th Board Minutes
- b. February & March Financial Report (Shannon)
- c. February & March CEO Report & Statistics

The board chair asked for clarification on who was completing the work outlined in the CEO's report and a general discussion took place regarding potential models of library service moving forward. It was decided that we will continue to monitor the situation, continue to cooperate with provincial and local mandates and put some building blocks in place to prepare for a variety of potential service models moving forward.

- d. Strategic Plan revisions from the February Meeting

Moved by J. Bosman and seconded by B. Carrothers... "That the Lanark Highland Public Library Board accepts the consent agenda items and requests that Foundation Policies FN-01, FN-02 and FN-03 be amended to reflect the new strategic plan wording, the approved date and next review date" Carried.

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

**a. Chair Update**

None.

**b. Business Continuity Plan**

A. Robinson submitted a draft Business Continuity policy. A discussion took place regarding the structure of the document and the board advised A. Robinson to amend the document to create two parts, Part 1 setting out when the Library is closed due to Provincial or Municipal direction such as

during a pandemic and Part 2 setting out when the Library is open but needs to close due to lack of staff or insufficient staff to operate at full capacity or some other contingency.

**Action Item: Revise the draft policy and submit as part of the May board package.**

**c. Staffing Levels During Library Closure**

A discussion took place regarding the current staffing levels at the Library. The majority of staff are working on database projects and training modules from home. Two staff members are working at the library but at different times and precautions have been put in place to avoid exposure to one another.

It was decided that staff continue to work as they are and a discussion of staffing levels will be added to the agenda at each board meeting during this emergency closure.

**d. WSIB Status**

We now have our own WSIB account which gives us a rate of 36cents per \$100 of salary instead of the much higher municipal rate. Our rate will be retroactive to January 1, 2020.

**e. Strategic Plan: SWOT Analysis**

A general discussion took place about the function of the SWOT analysis within the context of our Strategic Plan. It was determined the list should be more focused.

**Action Item: A. Robinson will narrow down the SWOT Analysis list to 4 or 5 key items that will most influence the priorities and goals that will be set out in the strategic plan.**

**7. ADJOURNMENT**

On a motion by B. Roxburgh and seconded by R. Hunter, the meeting adjourned at 8:53pm.

**Next Meeting:** Wednesday May 20, 2020, 7:30pm via Virtual Zoom Meeting.