

**1. CALL TO ORDER:** 6:01 pm

**PRESENT:**

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

Staff: A. Robinson, S. Adams

Regrets: P. McLaren

**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. December 18 Meeting 1 Board Minutes
- b. December 18 Meeting 2 Board Minutes
- c. December & January Financial Report (Shannon)
- d. December & January 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 both December Board minutes, December & January CEO report/statistics & the December & January Financial report." Carried.

**6. OLD BUSINESS:**

**a) Panic Button**

A. Robinson contacted R. Morton to ask whether the Township would consider upgrading their alarm system in order to allow for the add-on of panic buttons. To date there has been no response.

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

**a. Chair Update**

• **New Board Member:**

An ad was placed on the Township website and local paper to advertise for a vacancy on the Board. One application has been received so far and interest expressed by a second person. Deadline for applications is February 28, 2020. Depending on the timing of council meetings, the successful applicant would start in March or April.

• **WSIB rates:**

S. Adams requested an update to the WSIB rates and was told that the rate went from .29/\$100 salary to \$2.85/\$100 salary. This represents an additional \$1,500 to our budget. Some libraries in Ontario also received the same rate increase. Brighton Library challenged the rate and were returned back to their regular rate although this process was done prior to the New Year. S.

Adams has reached out to WSIB and is awaiting a response. The Township is aware of the issue and if needed will consider adding the extra money to our budget.

**Action Item:** S. Adams will follow up with WSIB and provide them with the required paperwork and relay the results back to the board.

- **Fundraising:**

B. Mezzatesta reported that Perth Library is hosting a fundraiser for a musical event and is sold out. A general discussion took place regarding potential fundraising initiatives. One possible idea put forth was to have a silent auction of local artwork during the Lanark 200<sup>th</sup> Anniversary event.

- **200<sup>th</sup> Anniversary:** A discussion took place regarding our potential participation in the 200<sup>th</sup> Anniversary celebrations. A. Robinson indicated that an application for funding had been submitted to the Lanark Highlands Community Fund to help with our participation in that event. Regardless of the outcome of that application the library will have a presence at the event. Possibilities for participation is at the carnival, in the parade and/or at the games event.

**b. Reporting of Statistics**

A. Robinson proposed a change to the frequency of reporting statistics to the board from monthly to quarterly. After a short discussion it was decided by the board that statistics will be reported quarterly.

**c. Authorization of Expenditures from the Reserves**

A report was written by A. Robinson seeking approval for the allocation of funds from the reserves to the operating budget totaling \$1,900.

Moved by R. Hunter and seconded by B. Carrothers... "That the Lanark Highland Public Library Board authorizes the expenditures listed in the report from the CEO dated January 22<sup>nd</sup>." Carried.

A general discussion took place indicated that spending should be conservative until the 2020 budget has been passed.

**d. Strategic Plan Update**

Several sections of the draft Strategic Plan were presented to the board for review.

**Action Item:** A. Robinson will make the proposed changes to the draft and present it at the next board meeting for approval. Additional sections of the plan will also be submitted to the board for review at next month's board meeting.

**e. Summer Student/Literacy Program**

A. Robinson reported that two applications were being made for funding for a summer student. After a brief discussion it was decided that the rate of pay will be \$14.25.

**f. Board Meeting Frequency**

In light of the new legislation mandating that a minimum of seven regular board meetings must be held each year instead of the previous ten, B. Mezzatesta proposed that the board schedule meetings eight times a year and not hold meetings in July, August, December and February. After a discussion it was decided the board would schedule nine regular meetings which would provide a buffer in the case of not meeting quorum or inclement weather. Meetings will not be scheduled for July, August and December.

**8. ADJOURNMENT:** 8:15pm

**Next Meeting:** Wednesday March 18, 2020, 6pm at the Lanark Highlands Public Library