

1. CALL TO ORDER: 7:34 pm

PRESENT:

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

Staff: A. Robinson, S. Adams

Regrets: R. Hunter

2. INTRODUCTORY REMARKS (INFORMATION/ANNOUNCEMENTS): None.

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

4. CONSENT AGENDA:

- a. Approval of agenda
- b. April 15th Board Minutes
- c. April Financial Report (Shannon)
- d. April CEO Report

Moved by J. Sargeant and seconded by B. Carrothers... "That the Lanark Highland Public Library Board accepts the consent agenda which includes the April Board minutes, April CEO report & the April financial report." Carried.

5. NEW BUSINESS: FOR DISCUSSION/DECISION

a. Chair Update

B. Mezzatesta extended a thanks to the Township and R. Morton regarding their help and support to the Library during the pandemic.

b. Strategic Plan revisions – SWOT analysis

The SWOT analysis was approved with a minor revision of reordering the items listed in the Strengths section.

c. Business Continuity Plan

A Robinson submitted a revised version of the draft Pandemic policy. There were a few corrections to be made and the policy was otherwise approved. It was discussed that we should have a Business Continuity Plan.

Action Item: A. Robinson will prepare a draft Business Continuity Plan for the fall.

d. Custodial Services

A discussion took place regarding our custodial services. Currently cleaning is being done once a week for three hours. In general and certainly in light of the current pandemic it was recommended by A. Robinson that the cleaning services be brought in-house so it can be done more regularly to meet current guidelines as well as take the opportunity to assess whether 3 hours is sufficient time to meet the needs of the library.

Moved by B. Roxburgh and seconded by J. Bosman... "That A. Robinson take over the responsibility for cleaning and it is to be reassessed in 6 months." Carried.

Action Item: S. Adams to provide, for discussion by the Board at the next meeting, details regarding salary and budget allocation for Building Maintenance".

6. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS

P. McLaren reported that the 200th Lanark Anniversary Celebration is being postponed until 2021.

7. ADJOURNMENT

Moved by P. McLaren and seconded by J. Bosman, that the meeting be adjourned at 9:03pm.

Next Meeting: Wednesday June 17, 2020, 7:00pm via Virtual Zoom Meeting.