

1. CALL TO ORDER: 7:08 pm

PRESENT:

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

Staff: A. Robinson, S. Adams

Regrets: R. Hunter, J. Sargeant

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

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

4. CONSENT AGENDA:

- a. Approval of agenda
- b. May 20th Board Minutes
- c. May Financial Report (Shannon)
- d. May CEO Report
- e. Pandemic policy

Motioned by B. Mezzatesta, moved by B. Roxburgh and seconded by B. Carrothers... "That the Lanark Highland Public Library Board accepts the consent agenda which includes the May Board minutes, May CEO report, May financial report & Pandemic Policy." Carried.

5. NEW BUSINESS: FOR DISCUSSION/DECISION

a. Request to transfer funds

A. Robinson submitted a report requesting \$2,000 be transferred from the reserve to fund expenses arising from the revitalization of the library as well as any expenses related to COVID-19. A general discussion took place regarding the best placement of the funds within the operating budget.

Motioned by J. Bosman, moved by B. Roxburgh and seconded by B. Carrothers... "That \$2,000 will be transferred from the reserve to fund expenses associated with the revitalization of the library and ongoing COVID expenses." Carried.

b. Audit report

S. Adams presented the draft 2019 year-end financial statements.

Motioned by B. Mezzatesta, moved by B. Roxburgh and seconded by P. McLaren... "That the draft 2019 financial statements from the auditor be approved". Carried.

c. COVID-19

A general discussion took place regarding the gradual reopening of the Library. Starting the week of June 23rd, the library will continue to offer a curbside pickup service and introduce computer and printing services by appointment only. Staff will continue to follow all applicable recommendations from the health unit & government.

The use of PPE by staff and patrons was discussed and for now its use will remain the choice of the individual based on their own comfort level and degree to which they cannot maintain the recommended 6' distance

Our zoom subscription will be suspended over the summer to save money. If there is a need to call a special meeting, the Library will reinstate its subscription.

d. Investments

S. Adams proposed a laddering strategy for GIC investments. This will maximize our interest earnings, while maintaining liquidity.

6. IN CAMERA

Motioned by B. Mezzatesta, moved by B. Roxburgh and seconded by J. Bosman... "That the Board move In Camera to consider the following item at 8:30 pm:

a) Cleaning

"The board rose from in-camera and authorizes A. Robinson to bill an additional 2 3/4 hours per week between July 1, 2020 and November 30, 2020 to address on site cleaning and sanitizing during the Covid-19 pandemic. To be reviewed at the November board meeting"

7. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS

It was asked when the new website would be launched so that the policies and board meeting minutes would be available for the public. It is anticipated that the site will be launched in the next 2-3 weeks.

In the spring the topic regarding the safety of staff working alone was left unfinished and it came back to the forefront at this meeting. If the Township is not upgrading their alarm system in the near future then the library needs to decide on a course of action.

Action Item: A. Robinson will check with the Township as to whether they have any plans on updating their alarm system in the near future.

8. ADJOURNMENT

The meeting was adjourned at 8:58pm.

Next Meeting: September 16, 2020, 7:00pm via Virtual Zoom Meeting.