

1. CALL TO ORDER: 7:31 pm

PRESENT:

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

Staff: A. Robinson, S. Adams

Regrets: P. McLaren

2. INTRODUCTORY REMARKS (INFORMATION/ANNOUNCEMENTS):

J. Bosman offered to host a gathering for the board in December but it was decided that due to COVID it would be best not to meet as a group.

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

4. CONSENT AGENDA:

- a. Approval of agenda
- b. October 21 Board Minutes
- c. October Financial Report (Shannon)
- d. October CEO Report
- e. Policies HR-01, HR-02 and HR-03

Moved by B. Roxburgh, seconded by J. Sargeant.... "That the Lanark Highland Public Library Board accepts the consent agenda which includes the October Board minutes, CEO report, financial report and revised policies." Carried.

5. NEW BUSINESS: FOR DISCUSSION/DECISION

a. 2021 Budget Update

A discussion took place regarding the previously approved draft budget. In the CEO report, it was indicated there is a need for additional staffing hours to accurately reflect the true cost of running the library. The board has approved an updated budget request that also includes full-time (37.5) hours for the CEO as well as 10 additional Library Clerk hours per week.

Action Item: A. Robinson and S. Adams will meet with the Township treasurer to propose the revised draft budget.

b. Cleaning Contract

As recommended in the report by the CEO, the cleaning contract will be brought in-house. The contract covers 3 hours per week at a rate of \$21/hour. The contract, scheduling and quality control will be overseen by the CEO.

c. Annual Report

The 2019 annual report was submitted and approved with a few minor amendments.

Action Item: The final version will be added to the website and A. Robinson will determine whether it needs to be sent to any government agencies.

6. In-Camera

Motioned by B. Mezzatesta and seconded by B. Roxburgh... "That the Board move In Camera to consider the following item:

a) HR Matter

"The board rose from in-camera and authorized the Chair to implement the HR matter that was discussed".

7. Comments, Announcements & Other Business

As a thank you for the hours spent making masks for our Mask Fundraiser, the CEO will purchase a gift certificate on the board's behalf for the volunteer.

8. ADJOURNMENT

The meeting was adjourned at 9:04pm.

Next Meeting: January 18, 2021, via Virtual Zoom Meeting at 6:00pm