

Wednesday September 16, 2020
Virtual Zoom Meeting

1. CALL TO ORDER: 7:02 pm

PRESENT:

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

Staff: A. Robinson, S. Adams

Regrets: J. Bosman, P. McLaren

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

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

4. CONSENT AGENDA:

- a. Approval of agenda
- b. June 17th Board Minutes
- c. August Financial Report (Shannon)
- d. 2nd Quarter Statistics
- e. June-August CEO Report
- f. Policy Updates (BL-03, HR-04 & OP-02)

Moved by B. Roxburgh, seconded by R. Hunter.... "That the Lanark Highland Public Library Board accepts the consent agenda which includes the June Board minutes, CEO report, financial report & updated policies." Carried.

5. NEW BUSINESS: FOR DISCUSSION/DECISION

a. Chair Update

- B. Mezzatesta commented on the new website and its improved functionality and also commented on the growing community partnerships and connections being made. The increase in the amount of grant revenue coming in was also mentioned as moving in a positive direction.
- To fulfill our yearly requirements for meetings, it was suggested we schedule meetings in October and November and only meet in December if weather or quorum causes us to miss one of those previous two months. It was also suggested that we revisit the day/time of board meetings to accommodate some changing schedules for some board members.

b. 2021 Budget Approach

For the October board meeting A. Robinson & S. Adams will prepare a 2021 draft budget that includes regular incremental increases. In addition, they will prepare a report outlining areas requiring increases. In each instance the total \$ amount, % increase and rationale will be outlined.

6. POLICY REVIEW

1. GOV-07: Risk Management Policy
2. OP-13: Business Continuity Policy

Moved by B. Carrothers and seconded by B. Roxburgh that the “That the Lanark Highland Public Library Board approves, with amendments, GOV-07: Risk Management Policy & OP-13: Business Continuity Policy.” Carried.

7. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS

A general discussion took place regarding our current service hours. The hours were recently increased to include Friday evenings and Saturday mornings. It is anticipated that these new hours will remain in effect until at least the end of the year.

8. ADJOURNMENT

The meeting was adjourned at 8:05pm.

Next Meeting: October 21st, 2020, via Virtual Zoom Meeting. It was suggested that a better meeting time might be in the 3pm to 4pm range.