

1. CALL TO ORDER: 6:02 pm

PRESENT:

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

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. November & December Board Minutes

c. December Financial Report (Shannon)

Clarification on some of the overspent expenditures lines was requested. A general discussion took place regarding where the incoming grant revenue is documented versus where the expenditures show up on the monthly financial report.

d. January CEO Report

A general discussion took place regarding completion of the strategic plan and the addition of a probationary period in the cleaning contract.

e. 4th Quarter Statistics

f. Risk Management Plan

A general discussion took place regarding the plan's matrix and how to interpret it. Through discussion it was decided to add the risk, "Loss of Funding". The policy will be reviewed on an annual basis and will complement the Business Continuity Plan.

Moved by P. McLaren, seconded by B. Roxburgh.... "That the Lanark Highland Public Library Board accepts the consent agenda items which includes the December Board minutes, CEO report, financial report, statistics and approves the November minutes and Risk Management Plan as amended." Carried.

5. NEW BUSINESS: FOR DISCUSSION/DECISION

a. Chair Update

B. Mezzatesta updated the board on the CEO evaluation that took place early in December. The hiring group met via zoom meeting to discuss and A. Robinson was asked to do a self-evaluation. Then B. Mezzatesta and A. Robinson met to go over the resulting performance review.

b. Budget Update

B. Mezzatesta provided a summary of the budget meeting that took place with the municipal treasurer. The treasurer asked for clarification on a few points and indicated that the budget process would likely take place in February. A summary of the report submitted to the treasurer would be passed along to Council and if more information was needed he would touch base. He will also inform the Library of key dates when the budget was due to be presented to Council.

c. Allocation of 2020 Surplus funds

A. Robinson proposed that \$500 of the 2020 surplus be earmarked for signage and purchased in 2021 with the remainder of the surplus being added to the Capital Reserve to help fund carpet/paint in 2021.

d. Paint/Carpeting

A discussion took place regarding the re-carpeting and painting of the Library. A. Robinson requested approval to move forward and seek appropriate quotes for the two jobs. Once quotes are received, A. Robinson will provide a report with her recommendations.

e. Policy Review Schedule

A. Robinson will examine the policy review dates on our existing policies and create a policy review schedule. To give each policy due consideration, some of the policies due to be reviewed in 2022 will be moved into the latter half of 2021.

6. Comments, Announcements & Other Business

None.

7. ADJOURNMENT

The meeting was adjourned at 7:10 pm.

Next Meeting: February 17, 2021 at 4:00pm, via Virtual Zoom Meeting