

**1. CALL TO ORDER: 4:03 pm**

**PRESENT:**

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

Staff: A. Robinson, S. Adams

**2. INTRODUCTORY REMARKS (INFORMATION/ANNOUNCEMENTS):**

B. Mezzatesta indicated that there was a citizen observer attending April's board meeting. This citizen has put forth their name as a board member candidate and it will be voted on at the April 27<sup>th</sup> Council meeting.

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

**4. CONSENT AGENDA:**

- a. Changes to the agenda
- b. Approval of agenda
- c. March Board Minutes
- d. March Financial Report (Shannon)
- e. April CEO Report
- f. 1<sup>st</sup> Quarter Statistics

The CEO noted that it is difficult to make comparisons between quarters due to the inconsistency of open hours vs curbside pickup. Our Creative Bug online database has been performing well.

- g. 2020 Year End Financial Statements

The auditor felt we were managing risks well through our established policies and procedures.

Moved by B. Roxburgh and seconded by J. Sargeant.... "That the Lanark Highland Public Library Board accepts the consent agenda items which includes the current agenda, March's Board minutes, March's financial report, the 1<sup>st</sup> quarter statistics and the April CEO report." Carried.

**5. NEW BUSINESS: FOR DISCUSSION/DECISION**

**a. Chair Update**

B. Mezzatesta reported that one of the library staff had a heart attack and suggested that an account be set up at the Lanark Landing to help offset the need for meal preparation. Board members were invited to contribute to the account.

At the previous board meeting a reciprocal borrowing agreement with Mississippi Mills Library system was proposed and approved. Since then a formal contract has been drawn up and signed.

Recently SOLS and OLS-North merged into one organization called OLS. In the past gatherings between trustee members were organized geographically without regard to library size. The spring meeting is being organized by population size. The first meeting is this month. The fall meeting will be based on

geographic proximity. In their reorganization, they were seeking new trustee members. B. Mezzatesta offered to fill this role temporarily.

**b. Budget Update**

The 2021 budget has not yet gone to Council for approval. P. McLaren indicated that it will likely be at the April 27 or May 11 Council meeting.

**c. Action Plan**

The action plan presented by A. Robinson has been approved. This completes the strategic planning process. The strategic planning document approved at a previous meeting will be added to the website and print copies will also be made available to the public.

**6. POLICY REVIEW**

**1. Business Continuity Plan**

A Robinson presented the 1<sup>st</sup> draft of the Business Continuity Plan. It was suggested by S. Adams that contingencies should be in place in the event that the Treasurer becomes unavailable. Other minor corrections will be done for final approval at the May board meeting.

**Action Item:** S. Adams will contact our auditor and determine whether they could step in, in the event the Treasurer becomes unavailable as well as propose additional measures to provide for financial continuity should the need arise. A. Robinson will put a request for information out on the AMPLO (Administrators of Medium Public Libraries of Ontario) listserv.

**7. IN CAMERA**

Motioned by J. Sargeant and seconded by P. McLaren, "That the Board move In Camera at 4:58pm to consider the following item:

a) HR Matter

"The board rose from in-camera at 5:02pm and authorized the Chair to implement the HR matter as discussed".

**8. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS: None.**

**9. ITEMS FOR NEXT AGENDA**

1. Annual Report
2. Add Business Continuity Plan to the Consent Agenda

**10. ADJOURNMENT**

The meeting was adjourned at 5:07 pm.

**Next Meeting:** Wednesday May 19, 2021 at 4:00pm, via Virtual Zoom Meeting