

Tuesday October 19, 2021  
Virtual Zoom Meeting

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**1. CALL TO ORDER:** 4:02 pm

**PRESENT:**

Board Members: B. Mezzatesta (Chair), J. Bosman, P. McLaren, B. Roxburgh, T. Shoebridge  
Staff: A. Robinson, S. Adams

**REGRETS:** B. Carrothers (Vice-Chair) and J. Sargeant

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

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

**4. CONSENT AGENDA:**

- a. Changes to the agenda/Approval of agenda  
Changed the meeting date to Tuesday October 19<sup>th</sup>, 2021
- b. September 15 Board Minutes
- c. September Financial Report (Shannon)
- d. October CEO Report

Moved by B. Roxburgh and seconded by T. Shoebridge.... "That the Lanark Highland Public Library Board accepts the consent agenda items which includes the current agenda, September board minutes, September financial report and October CEO report." Carried.

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

**a. Chair Update**

1. A. Robinson and B. Mezzatesta reported that the good news presentation to Council on October 12<sup>th</sup> went very well. There were positive questions and feedback.
2. T. Shoebridge and B. Mezzatesta will be attending the OLS board assembly meeting on November 9<sup>th</sup>.
3. It was suggested that we not schedule a board meeting in December because the board has met its obligations to meet at least 7 times per calendar year. Everyone was in agreement with this. We will have our November meeting and then resume meetings in January.

**b. 2022 Budget**

A general discussion took place regarding the draft 2022 budget with no significant concerns being raised.

Moved by B. Roxburgh and seconded by J. Bosman... "That the Lanark Highlands Public Library Board accepts the draft 2022 budget as presented." Carried.

**Action Item:** A. Robinson will reach out to the Township treasurer to set a meeting to go over the draft budget.

## 6. POLICY REVIEW

### 1. FN-05: Respect and Acknowledgement Declaration

Moved by J. Bosman and seconded by P. McLaren, "That the Lanark Highlands Public Library Board approves FN-05 as presented". Carried.

### 2. OP-02: Procurement of Goods and Services

A general discussion took place regarding the \$1,000 limit for credit card purchases outlined in Appendix A. Given that single source expenditures have a limit of \$2,000 it made sense to match that figure with regards to credit card purchases. It was also suggested that the current credit card limit of \$1,000 was somewhat restrictive and we will look into raising it to \$2,000.

Moved by T. Shoebridge and seconded by B. Roxburgh, "That the Lanark Highlands Public Library Board approves OP-02 as amended". Carried.

**Action Item: S. Adams will reach out to the bank to have the credit card limit increased to \$2,000**

## 7. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS:

P. McLaren extended an invitation for the board to use Council Chambers for our monthly meetings should we wish to resume in-person meetings. Council chambers would allow for the necessary social distancing. For the remainder of 2021 we will continue meetings via Zoom and revisit this in 2022.

## 8. ITEMS FOR NEXT AGENDA

HR-01: Prevention of Workplace Violence  
HR-02: Health & Safety  
HR-03: Workplace Harassment Policy

## 9. ADJOURNMENT

The meeting was adjourned at 5:15 pm.

**Next Regular Meeting:** Tuesday November 16, 2021 at 4:00pm, via Virtual Zoom Meeting