

1. CALL TO ORDER: 4:00 pm

PRESENT:

Board Members: B. Mezzatesta (Chair), B. Carrothers (Vice-Chair), P. McLaren, T. Shoebridge, J. Bosman and W. Stryde

Staff: A. Robinson, S. Adams

Regrets: J. Sargeant

2. INTRODUCTORY REMARKS (INFORMATION/ANNOUNCEMENTS):

Our newest board member, W. Stryde, was welcomed by everyone.

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

4. CONSENT AGENDA:

- a. Changes to the agenda/Approval of agenda
- b. January 19, 2022 Board Minutes
- c. Monthly Financial Report
- d. CEO Report

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

5. NEW BUSINESS: FOR DISCUSSION/DECISION

a. Chair Update

• **Board evaluations:**

B. Mezzatesta went over the results of the board self-evaluations. Generally the feedback was positive with just a few points being made:

- i. It was mentioned that the roles of the chair, vice and treasurer were not defined individually in our internal policies. It was suggested that the roles could be included in our "GOV-01: Purpose and duties of the board" policy that is due to be updated later this year.
- ii. Another response questioned whether we have examined the strengths of relationships with all our stakeholders and what this entails. This topic will be explored in the creation of our board legacy document
- iii. The question arose as to whether public library boards are required to have an AGM each year. It is not listed as a requirement in the Public Libraries Act but A. Robinson has proposed this question to OLS.
- iv. One respondent wondered if new board members were recruited in context of overall board composition and what this meant. A. Robinson suggested that sometimes board members are selected to fill a gap in a particular skill set and in general the board should be comprised of individuals that reflect the community it serves.

- **Board Legacy Document – Information Webinar:**

B. Mezzatesta reported that some board members attended a webinar hosted by OLS that outlined steps in creating a board legacy document in anticipation of the new mandate that will begin later this year. Additional points will be discussed in “New Items”.

b. 2022 Budget

A Robinson reported that as of February 8th, our 2022 Budget request has been approved by the COW and later that evening by Council. Our budget request was passed in whole.

c. Internet Update

A Robinson reported that three quotes for the cabling portion of the Fibre project have been requested and have received two of the three back. It was requested that if the third quote is received in the next week or so, that a recommendation and accompanying report be submitted to the board for an email vote so that the project is not delayed any further.

Moved by T. Shoebridge and seconded by J. Bosman, “That the Lanark Highlands Public Library Board approves an email vote should all cabling quotes be received prior to the next scheduled board meeting”. Carried.

d. Succession Plan

A general discussion took place regarding the necessity to produce a CEO succession plan that includes a number of tools that will help mitigate the impact of an anticipated, or unanticipated disruption in the CEO position.

e. Legacy Document

A general discussion took place regarding the components of a Legacy document which includes a list of board accomplishments, hopes for the next board and goals that are still in progress.

The process involves getting individual board member input, creating a sub-committee to create the document and then having the document passed by the board as whole. Given the multi-stage process as well as cessation of board meetings over the summer, this document should be started sooner rather than later.

The document can be as simple or as complicated as we would like it to be.

OLS has a template that has been longstanding in its usefulness to libraries creating legacy documents.

1. IN-CAMERA

Moved by W. Stryde and seconded by P. McLaren, “That the Board move In Camera at 4:43pm to consider the following item:

a) HR Matter

The board rose from in-camera at 5:13pm. Moved by W. Stryde and seconded by J. Bosman that the CEO is authorized to implement the HR matter as discussed”. Carried.

2. POLICY REVIEW

GOV-07: Risk Management Plan/Matrix

Moved by T. Shoebridge and seconded by W. Stryde, "That the Lanark Highlands Public Library Board approves GOV-07: Risk Management Plan/Matrix as amended". Carried.

3. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS: None

4. ITEMS FOR NEXT AGENDA

- FN: 04: Intellectual Freedom
- Board Legacy Document
- Succession Planning

5. ADJOURNMENT

The meeting was adjourned at 5:54 pm.

Next Regular Meeting: Wednesday March 16, 2022 at 4:00pm, via Virtual Zoom Meeting (tentatively)