

1. CALL TO ORDER: 4:02 pm

PRESENT:

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

Staff: A. Robinson, S. Adams

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
- b. November 16, 2021 Board Minutes
- c. End of Year Financial Report (Shannon)

The end of year financial report was reviewed. There were no surprises and as anticipated, we finished the year with a surplus. Allocation of these funds will be discussed in "New Business".

- d. CEO Report

A general discussion took place regarding strategies for making the community aware that the Library is open for in-person visits. There will be monthly press releases in the Lanark Era, Perth Courier and Hometown News. Additionally it was suggested that on nice days we put out the sandwich board with advertising showing we are open.

- e. 4th Quarter Statistics

Moved by B. Carrothers and seconded by J. Sargeant.... "That the Lanark Highland Public Library Board accepts the consent agenda items which includes the current agenda, board minutes, financial report, quarterly statistics and CEO report." Carried.

5. NEW BUSINESS: FOR DISCUSSION/DECISION

a. Chair Update

1. Only four board evaluations have been submitted. B. Mezzatesta has suggested we wait one more month so that more submissions can be included in the analysis before a discussion takes place.
2. A reminder that board members should visit the governance hub and look at the Year 4 items. Given that there will be a new mandate in October, the board should spend some time leading up to that period creating a legacy document to help support the next board. The document should include what has been completed, and what needs to be focused on. "Legacy Document" will appear on the agenda each month until it is completed.

b. 2022 Budget

A. Robinson reported that the initial budget presentation to Council on December 20th went well. She reported a change to our budget request as a result of discussions with the Municipality which included reallocating \$4,450 from our 2021 budget surplus to offset our budget request. This brought our

request from 11.9% down to 8%. There were no formal motions by Council to make any changes to our budget request. The second budget meeting will be taking place on Tuesday January 25th.

c. Internet Update

A. Robinson reported that a contract has been signed with Novipro for the purchase of networking equipment and these items have been put on order. Quotes for the cabling portion of the projects are being sought. Consideration include cost, ease of project management, warranty on the project and timing.

d. Allocation of 2021 Surplus

A report was submitted by A. Robinson recommending where to allocate our 2021 surplus. The surplus total at this time is \$19,128.17. Of this, \$4,450 has already been committed to offsetting our 2022 budget request. The board agreed that the remainder be divided as follows:

To our literacy fund: \$4,000.00

To our capital reserve: \$10,578.17

If we do not receive our budget request in its entirety, the amount we are short will be allocated from the total allocated to the capital reserve and placed in our working fund to support the operating budget.

6. POLICY REVIEW

OP-03: Children in the Library

OP-04: Code of Conduct

Moved by T. Shoebridge and seconded by P. McLaren, "That the Lanark Highlands Public Library Board approves OP-03 and OP-04 as presented". Carried.

7. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS:

B. Mezzatesta suggested that we continue to recruit board members throughout 2022 in anticipation of anticipated attrition when the current mandate ends in the Fall.

8. ITEMS FOR NEXT AGENDA

- Policy Review:
 - GOV-07: Risk Management Plan/Matrix
 - Succession Planning Document
- Legacy Document

9. ADJOURNMENT

The meeting was adjourned at 5:17 pm.

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