

Tuesday November 16, 2021
Virtual Zoom Meeting

1. CALL TO ORDER: 4:06 pm

PRESENT:

Board Members: B. Mezzatesta (Chair), B. Carrothers (Vice-Chair), J. Sargeant, P. McLaren, T. Shoebridge
Staff: A. Robinson, S. Adams

REGRETS: J. Bosman and B. Roxburgh

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. October 19 Board Minutes
- c. October Financial Report (Shannon)

A few general questions about the expense line listed under fundraising. It was clarified that this refers to expenses incurred as a result of the fundraiser. In this example this includes the cost of purchasing branded book bags and mask material.

- d. November CEO Report

A general discussion took place regarding the current legislation with regards to whether we are required to ask for vaccination status upon entry into the library and attendance at programs. At this time we are not required to ask for vaccine status.

Moved by J. Sargeant and seconded by P. McLaren.... "That the Lanark Highland Public Library Board accepts the consent agenda items which includes the current agenda, October board minutes, October financial report and November CEO report." Carried.

5. NEW BUSINESS: FOR DISCUSSION/DECISION

a. Chair Update

1. OLS board assembly meeting

- T. Shoebridge and B. Mezzatesta attended the OLS board assembly meeting on November 9th. One of the discussion points at the meeting was the benefit in conducting board evaluations on a yearly basis. (GOV-09 on the Governance Hub)
- A reminder that the Governance Hub is a useful resource for board members.
- There is now a listserv for board assembly representatives
- Only 12 of 43 trustee members attended the meeting.

2. The CEO evaluation is coming up. A. Robinson has been sent a self-evaluation that will be completed prior to the evaluation.

3. B. Mezzatesta will have his work on sale at the Civitan craft sale and 10% of sales will be donated to the Library.

b. 2022 Budget

An updated 2022 draft budget was presented to the board to address the recent announcement regarding a minimum wage increase to \$15/hour.

Moved by T. Shoebridge and seconded by P. McLaren... "That the Lanark Highlands Public Library Board accepts the revised 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

HR-01: Prevention of Workplace Violence

HR-02: Health & Safety

HR-03: Workplace Harassment Policy

Moved by B. Carrothers and seconded by J. Sargeant, "That the Lanark Highlands Public Library Board approves HR-01, HR-02 and HR-03 as presented". Carried.

7. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS:

P. McLaren mentioned that the Township would be undergoing a salary review for employees potentially in 2022. A general discussion took place regarding the possibility of being included in this review.

8. IN-CAMERA

a) Closed session: HR Matter

Rise and Report:

"That the Chair is authorized to implement the board's decision". Carried.

9. ITEMS FOR NEXT AGENDA

Policy Review:

OP-03: Children in the Library

OP-04: Code of Conduct

10. ADJOURNMENT

The meeting was adjourned at 5:09 pm.

Next Regular Meeting: Wednesday January 19, 2022 at 4:00pm, via Virtual Zoom Meeting (tentatively)