

1. CALL TO ORDER: 4:02 pm

PRESENT:

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

Staff: A. Robinson, S. Adams

Regrets: J. Bosman

2. INTRODUCTORY REMARKS (INFORMATION/ANNOUNCEMENTS):

J. Bosman sends her regrets.

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

4. CONSENT AGENDA:

a. Changes to the agenda/Approval of agenda

b. February 16 Board Minutes

The policy review for GOV-07: Risk Management Plan/Matrix that took place at the February board meeting was still in need of a motion.

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.

c. Monthly Financial Report

d. CEO Report

A general discussion took place regarding fundraising on behalf of external organizations as well as the information request from the CAO of Tay Valley Township.

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 and CEO report." Carried.

5. NEW BUSINESS: FOR DISCUSSION/DECISION

a. Chair Update

B. Mezzatesta reported that he has begun work on the "Letter from the Chair" for the annual report.

At the April board meeting, members will be asked to indicate whether they plan on remaining on the board to serve another term.

b. 2022 Budget

A. Robinson reported that as of March 15, the 2022 Budget request has been approved by Council. Our budget request was passed in whole.

c. Internet Update

A. Robinson prepared a report to the board making the recommendation that Novipro be awarded the cabling portion of the Fibre project. A general discussion also took place regarding the ongoing support fees that will be covered under a grant for the first three years and then will need to be included in the operating budget beyond that timeframe.

Moved by T. Shoebridge and seconded by J. Sargeant, "That the Lanark Highlands Public Library Board approve the recommendation to award Novipro with the cabling portion of the Fibre project". Carried.

d. COVID Mandate Update

Effective Monday March 22, as part of the province's reopening plan, masks are no longer required in public libraries. As with all stages of the pandemic, the Library will align our approach with that of the province and public health. As such, starting Tuesday March 22nd, patrons and staff will not be required to wear masks.

Staff will continue to follow the current guidelines surrounding contact management and isolation.

e. Salary Review

A Robinson prepared a report outlining a potential opportunity for the board to participate in the upcoming salary review being completed by the Township. The report did not include specific recommendations but outlined potential benefits and risks.

After some discussion, it was determined that the timing is not ideal and any consideration for a salary review should be undertaken by the next board.

f. Succession Plan

A general discussion took place regarding succession planning. It was indicated that there would be some benefit in outlining and organizing the tools and strategies that we can implement in the immediate future while also exploring additional approaches to further reduce risk factors in the future. The ideas presented have been gathered and will form the basis of a succession plan.

g. Legacy Document

B. Carrothers, B. Mezzatesta and A. Robinson will meet to create the first draft of a legacy document. If possible, the document will be included for review by the board at the April/May meeting with revisions taking place in time for the May/June board meeting.

6. POLICY REVIEW

FN-04: Intellectual Freedom

Moved by W. Stryde and seconded by B. Carrothers, "That the Lanark Highlands Public Library Board approves FN-04: Intellectual Freedom as presented". Carried.

7. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS: None

A general discussion took place regarding the scheduling of board meetings. It was decided that for now the meetings will continue to be at 4pm on Wednesdays and the topic would be revisited in the Fall.

8. ITEMS FOR NEXT AGENDA

- OP-05: Safety, Security & Emergency
- OP-06: Accessibility in the Library
- Board Legacy Document

9. ADJOURNMENT

The meeting was adjourned at 5:29 pm.

Next Regular Meeting: Wednesday April 20, 2022 at 4:00pm, via Virtual Zoom Meeting (tentatively)