

1. CALL TO ORDER: 4:03 pm

PRESENT:

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

2. INTRODUCTORY REMARKS (INFORMATION/ANNOUNCEMENTS):

N/A

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

4. CONSENT AGENDA:

- a. Changes to the agenda/Approval of agenda
“Salary Review” has been added to this agenda
- b. March 16 Board Minutes
“Succession planning” under the “Items for next agenda” section was removed
- c. Monthly Financial Report
- d. CEO Report

A general discussion took place regarding various items in the CEO report, including details about the StoryWalk project, the Lanark STEM committee and a discussion regarding a few of the challenges in the past month.

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

1. Board Succession – October
B. Mezzatesta polled present board members to determine how many potential vacancies we may expect as the current mandate wraps up in the Fall. Including one council member, four members indicated they were planning on reapplying to the board. One board member was uncertain and two board members were not planning on returning. Ideally we would want to recruit 2-3 board members prior to October. A suggestion was made that if we know anyone who is interested, we could invite them to a board meeting.
2. OLS is offering a series of information webinars. On April 29 there will be one on “Board Legacy and Succession”. On May 26th: “Avoiding pitfalls in hiring” and they have produced a “Roll of Chair” video.

b. Board Assembly meeting

The latest meeting took place on April 7 with 12 participants. In addition to outlining the upcoming information sessions, there was also the suggestion that new board members should be directed to the OLS governance hub as it contains valuable information including a Q & A section for the Public Libraries Act. This will be added into our legacy document. Another discussion that took place at this meeting was the process for libraries to obtain a charitable status. Our library is already designated as a charitable organization.

c. Q1 Quarterly Statistics

- A general discussion took place outlining the new format for our quarterly statistical reporting. These changes include an additional comparison to the equivalent quarter from the previous year and YTD information.
- A. Robinson also presented the first quarterly report that will be submitted to Council as an information piece. This document was well received by the board who felt it was succinct, attractive and informative.

d. Old Desks & Display Case

There are a number of pieces of furniture that will no longer be required in the Library. Presently there are two wooden desks and a display case that the Library will first try to sell and if not successful will attempt to give away and if necessary, brought to the re-use center.

e. Annual Report

The annual report has been completed and unofficially approved by the board, however we must wait for the final auditor's report before this document can be formally approved and distributed.

f. Salary Review

The board revisited the topic of participating in the upcoming salary review that the Township will be undergoing. After a further discussion, it was decided that a salary review done in alignment with the Township would be advantageous from an economic and alignment standpoint.

A. Robinson was advised by the Township staff that a direct request to Council would be the next step.

Action Items: B. Mezzatesta will begin this process.

g. Legacy Document

A draft of the board's legacy document was presented at the board meeting. A link to the OLS Governance Hub will be added into "Section 7: Recommendations to the Incoming Library Board" section. This document will remain as a living document until closer to the current mandate ending.

6. POLICY REVIEW

OP-05: Safety, Security & Emergency

OP-06: Accessibility In the Library

Moved by W. Stryde and seconded by J. Bosman, "That the Lanark Highlands Public Library Board approves OP-05: Safety, Security & Emergency as amended and OP-06: Accessibility in the Library as presented".
Carried.

7. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS: None

A discussion took place regarding the minimum requirements for public library boards in Ontario. Currently the minimum is 5 members including a Council representative. Board members must be 18 years or older.

8. ITEMS FOR NEXT AGENDA

- VOL-01: Volunteer Program
- VOL-02: Recruitment & Assignment
- VOL-03: Responsibilities of Volunteers

9. ADJOURNMENT

The meeting was adjourned at 5:36 pm.

Next Regular Meeting: Wednesday May 11, 2022 at 5:30pm, via Virtual Zoom Meeting (tentatively)