

1. CALL TO ORDER: 4:05 pm

PRESENT:

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

Staff: A. Robinson, S. Adams

Regrets: W. Stryde, J. Sargeant

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. June 23 Board Minutes & September 7 Special Meeting Minutes
- c. Monthly Financial Report
- d. CEO Report

Moved by T. Shoebridge and seconded by B. Carrothers.... "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

Nothing to report at this time.

b. Board Assembly Report

B. Mezzatesta reported that the OLS governance hub has been updated to include:

- New sample policies
- Updates to the board transition documents
- A line up of board orientation sessions scheduled for the fall/winter

It was also discussed at the Assembly meeting that there is not a lame duck scenario when it comes to public library boards. The current board remains intact with all associated powers until Council appoints members to the new Library board.

c. Review & Discussion of Recommendations from the Auditors

After a discussion it was determined that the procedures put forth by the CEO and Treasurer in response to the auditor's report will be implemented, with the addition of additional controls being put in place between the CEO and the Treasurer in handling the month's end reconciliation.

d. 2021 Annual Report

Moved by T. Shoebridge and seconded by P. McLaren... "That the Lanark Highlands Public Library Board accepts the 2021 Annual Report as amended." Carried.

e. 2022 Budget

A. Robinson reported the book expenditures may go over budget in 2022. Half of the over-expenditure has been covered through a solicited donation for this purpose and the CEO will make efforts to cover the remaining overage through external sources.

f. 2023 Budget

The 2023 budget process has begun. We have received notice that a number of our vendors are needing to increase their fees. Most notably, the cost of books and processing supplies will see a relatively significant increase. Our 2023 budget request to Council will focus on addressing increases beyond our control and maintaining current service levels.

6. POLICY REVIEW

- GOV-01: Purpose and Duties of the Board
- GOV-02: Financial Control and Oversight
- GOV-03: Policy Development

Moved by B. Carrothers and seconded by P. McLaren... "That the Lanark Highlands Public Library Board approves all three policies as presented". Carried.

7. IN-CAMERA

The Board moved In Camera at 4:52pm to consider the following item:

- a) HR Matter

The board rose from in-camera at 6:02pm. Moved by B. Mezzatesta and seconded by B. Carrothers that the staff do as directed in camera". Carried.

8. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS:

None.

9. ITEMS FOR NEXT AGENDA

- GOV-04: Planning
- GOV-05: Board Advocacy
- GOV-06: Board-CEO Partnership

10. ADJOURNMENT

The meeting was adjourned at 6:06pm.

Next Regular Meeting: Wednesday October 19, 2022 @ 4pm (tentatively).