

Wednesday November 16, 2022
Virtual Zoom Meeting

1. CALL TO ORDER: 4:03 pm

PRESENT:

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

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. October 19 Meeting Minutes
- c. Monthly Financial Report
- d. CEO Report

Moved by J. Sargeant and seconded by W. Stryde.... "That the Lanark Highlands 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

Evaluation of the CEO will be done by B. Mezzatesta and B. Carrothers in the upcoming weeks.

A reminder that any board members who wish to reapply to the board should submit their applications to the Township.

b. Board Transition

B. Mezzatesta is organizing all chair documents including in-camera minutes that will be passed on to the next chair.

A. Robinson will include the "Spotlight on Public Libraries" document in her documentation going to Council on December 6th and is putting together an orientation package for new board members.

c. Allocation of 2022 Funds to Chairs

Moved by T. Shoebridge and seconded by J. Sargeant...“That the Lanark Highlands Public Library Board approves the purchase of 16 stacking chairs as recommended by A. Robinson”. Carried.

6. POLICY REVIEW

- BL-01: Board Bylaws
- HR-01: Prevention of Workplace Violence
- HR-02: Health and Safety
- HR-03: Workplace Harassment Policy

Moved by B. Carrothers and seconded by W. Stryde...“That the Lanark Highlands Public Library Board approves HR-01: Prevention of Workplace Violence, HR-02: Health and Safety and HR-03: Workplace Harassment Policy as presented and BL-01: Board Bylaws as amended”. Carried.

7. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS:

- B. Mezzatesta reminded the board about R. Park’s retirement open house on December 6th between 3pm-6pm.
- P. McLaren noted that in reviewing salaries in surrounding municipalities, the top levels of the Township’s salary grid topped out where surrounding municipalities’ grids began. A. Robinson noted a similar trend between the Library and the Township of Lanark Highlands.
- B. Carrothers thanked the board and staff for all their contributions & camaraderie over the past 5 years.

8. ITEMS FOR NEXT AGENDA

TBD

9. ADJOURNMENT

The meeting was adjourned at 5:08pm.

Next Regular Meeting: Wednesday January 18, 2023 @ 4pm (tentatively).