

1. CALL TO ORDER: 4:00 pm

PRESENT:

Board: T. Shoebridge (Chair), L. Rickan (Vice-Chair), B. King (Zoom), M. Malfara, G. Drew, S. Athrens

Staff: A. Robinson, S. Adams

ABSENT: W. Stryde

2. INTRODUCTORY REMARKS (INFORMATION/ANNOUNCEMENTS):

T. Shoebridge and L. Rickan met with the outgoing chair and vice chair. They were helpful in passing along pertinent information and extended their support in the future if needed.

The chair indicated that the orientation binder was useful and one of the most important documents within it is the “10 Things to You Need To Know” document.

The components of the board package are typically broken down into four main categories. The first being the agenda, the second being the consent items that includes the CEO report. The third category being the financial statements and the final category being any policies up for review. These are almost always present on the agenda with additional things being included from time to time.

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

4. CONSENT AGENDA:

- a. Changes to the agenda/Approval of agenda
- b. January 18th Meeting Minutes
- c. Monthly Financial Report
- d. CEO Report

Moved by G. Drew and seconded by S. Athrens.... “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

Beyond the introductory remarks, there were no additional chair updates.

6. POLICY REVIEW

- OP-09: Joining the Library
- Risk Management Plan (incl. Annual Risk Assessment Report by the CEO)

Moved by S. Athrens and seconded by B. King... “That the Lanark Highlands Public Library Board approves OP-09: Joining the Library and GOV-06: Risk Management Plan as presented”.

7. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS:

- **Library Paint/Carpet Project**

A general discussion took place as to the status of our carpet/paint project. A. Robinson is in the processing of gathering information from other libraries in terms of companies they worked with in the area, strategies employed to maximize efficiency and known helpful resources (eg. ALA's "Moving Your Library: Getting the Collection from Here to There").

Action Item: A. Robinson will start contacting companies to provide a quote so we can determine how we will approach this project.

- **Fiber Project**

The Township is in the process of securing a contract with Bell for fiber service and has indicated that time is of the essence. An adapter has been ordered that will connect the fiber cable to our switch and is scheduled to be installed eminently.

8. ITEMS FOR NEXT AGENDA

OP-11: Collection Development Policy
Strategic Plan Progress Update

9. ADJOURNMENT

Moved by M. Malfara and seconded by B. King... "That the meeting adjourn at 4:45pm".

Next Regular Meeting: Wednesday March 15, 2023 @ 4pm.