

**1. CALL TO ORDER: 4:01 pm**

**PRESENT:**

**Board:** T. Shoebridge (Chair), L. Rickan (Vice-Chair), B. King– left @ 4:30pm, M. Malfara, S. Athrens, W. Stryde

**Staff:** A. Robinson, S. Adams

**ABSENT:** G. Drew

**2. INTRODUCTORY REMARKS (INFORMATION/ANNOUNCEMENTS):**

B. King noted that Council will be providing staff with some direction for the 2023 budget at the upcoming Council meeting on Tuesday. He also confirmed that the Library is being included in the compensation review that is now underway.

**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
- e. Q1 Quarterly Statistics

Moved by B. King 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, quarterly statistics and CEO report.” Carried.

**5. CORRESPONDENCE:**

A general discussion took place regarding the increasing censorship attempts that public libraries and schools face with regards to building diversity in our collections and programming efforts. The board was in agreement that our inclusion in a joint statement between the public libraries of Leeds, Grenville and Lanark Counties was a positive and important step.

**6. NEW BUSINESS: FOR DISCUSSION/DECISION**

**a. Chair Update**

T. Shoebridge spoke to the board’s role of providing support for staff and library initiatives.

**b. 2023 Budget**

As mentioned there has been no dates set for the 2023 budget process. Our budget request and supporting documentation was submitted to the Township early February and we have invited the CAO/Treasurer to follow up if they had any questions or concerns.

A general discussion took place regarding the impact of our budget request in terms of the dollar value, percentage increase over the 2022 budget as well as the overall percentage impact on the levy.

**c. Salary Review/Treasurer & CEO Job Descriptions**

The updated CEO and Treasurer job descriptions were reviewed by the board. A. Robinson has completed the updated job descriptions for the remainder of the staff. A. Robinson also reported that the process is underway and she attended her first meeting.

**d. Quarterly report to Council**

The quarterly report was reviewed and approved. **Action Item:** A. Robinson will submit the document to the Township clerk to be included in the next Council package.

**e. OP-12 Pandemic Policy**

A recommendation was made to review this policy at a future time when a pandemic policy is required.

**f. Strategic Plan Progress Report**

Progress on the strategic plan was reviewed. We are midway through the current plan and are on track with our progress. We will review again in November.

**7. IN CAMERA**

The board moved In Camera at 4:43pm to consider the following item:

- a) Personal matters about an identifiable individual

The board rose from in-camera at 5:07pm. Moved by L. Rickan and seconded by S. Athrens that the CEO do as directed in camera". Carried.

**8. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS:**

None.

**9. ITEMS FOR NEXT AGENDA**

**10. ADJOURNMENT**

Moved by W. Stryde and seconded by M. Malfara... "That the meeting adjourn at 5:09pm." Carried.

**Next Regular Meeting:** Wednesday May 17, 2023 @ 4pm.