

1. CALL TO ORDER: 4:01 pm

PRESENT:

Board: T. Shoebridge (Chair), L. Rickan (Vice-Chair), S. Athrens, W. Stryde, G. Drew, M. Malfara, B. King (via Zoom – left at 4:57pm)

Staff: A. Robinson, S. Adams

2. INTRODUCTORY REMARKS (INFORMATION/ANNOUNCEMENTS):

T. Shoebridge noted that at a recent Ontario-wide trustee meeting, board members reported having difficulty maintaining quorum. It was noted that we are fortunate not to have that problem in Lanark Highlands.

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

4. CONSENT AGENDA:

- a. Changes to the agenda/Approval of agenda
- b. June 21st Meeting Minutes
- c. Monthly Financial Report
- d. CEO Report

Moved by G. Drew 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. CORRESPONDENCE:

A. Robinson went over the letter from the Mississippi Mills Public Library regarding a request for a feasibility study on public transportation in Lanark County and the potential for public libraries being pick up/drop off locations. Board members were informed of an upcoming Board Virtual Conference. They will notify A. Robinson if they are interested in attending.

6. NEW BUSINESS: FOR DISCUSSION/DECISION:

a. Chair Update

Nothing at this time.

b. 2023 Budget

The 2023 budget was passed on September 12. Our increase of 11.93% was accepted and approved. Also included in the budget is an upgrade to the alarm system that will allow us to have panic buttons as well as all new lighting in the Library.

c. 2024 Budget (Initial Discussion)

An initial discussion took place regarding our approach to the 2024 budget process. There are some variables that are currently unknown (results of the salary review) but S. Adams and A. Robinson will bring some preliminary numbers to the next board meeting.

d. Salary Review

The salary review is underway. The market research and staff PIQ's have been completed. Currently the analysis of the PIQ's is being done. Next steps involve Pesce & Associates reaching out to individual staff members to inform them of the initial results.

e. Fiber Project

Bell has postponed our installation of Fiber and is not currently giving dates. A. Robinson will be following up with the sales rep.

f. 2022 Draft Audit Report

S. Adams reviewed the 2022 Draft audit with the board.

Moved by S. Athrens and seconded by G. Drew...*"That the Lanark Highlands Public Library Board approves the 2022 Draft Audit Report as presented"*. Carried.

g. Board Meeting Dates/Times

The board discussed potentially moving the week our board meetings take place to account for when the Lanark County Council meetings take place however those meetings change on a monthly basis so we will continue to meet the 3rd Wednesday of each month at 4pm.

7. IN CAMERA

The board moved In Camera at 4:57pm to consider the following item:

- a) Personal matters about an identifiable individual

The board rose from in-camera at 5:10pm. Moved by W. Stryde and seconded by M. Malfara... *"that the Treasurer do as directed in camera"*. Carried.

8. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS:

None.

9. ITEMS FOR NEXT AGENDA

- 2022 Annual Report
- 2024 Draft Budget
- Policy Review: OP-13: Business Continuity Policy & Plan

10. ADJOURNMENT

Moved by L. Rickan and seconded by S. Athrens... *“That the meeting adjourn at 5:13pm.”* Carried.

Next Regular Meeting: Wednesday October 18, 2023 @ 4pm.