

**1. CALL TO ORDER: 4:02 pm**

**PRESENT:**

**Board:** T. Shoebridge (Chair), S. Athrens, W. Stryde, G. Drew, M. Malfara, B. King (via Zoom – left at 4:20pm)

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

Absent: L. Rickan (Vice-Chair)

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

N/A

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

**4. CONSENT AGENDA:**

- a. Changes to the agenda/Approval of agenda
- b. September 20 Meeting Minutes
- c. Monthly Financial Report
- d. CEO Report
- e. Quarterly Statistics

Moved by S. Athrens and seconded by M. Malfara.... “That the Lanark Highlands Public Library Board accepts the consent agenda items which includes the current agenda, board minutes, financial report, quarterly report and CEO report.” Carried.

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

**a. Chair Update**

T. Shoebridge discussed some correspondence he had with his accountant/tax contact regarding possible alternatives to a full audit.

**b. Quarterly Report to Council**

The quarterly report to Council was presented to the board for review. A. Robinson will submit the report to the Township and request a time slot for a good news presentation on this and the annual report during a COW meeting.

Moved by S. Athrens and seconded by G. Drew... “That the Lanark Highlands Public Library board approves the Quarterly Report to Council.” Carried.

**c. 2022 Annual Report**

Moved by M. Malfara and seconded by W. Stryde... “That the Lanark Highlands Public Library Board approves the 2022 Annual Report as amended.” Carried.

**d. 2024 Budget (Preliminary Draft)**

A general discussion took place regarding the approach to the 2024 budget and some initial figures were reviewed. Discussion will be ongoing as we wait for direction from the Township and the results of the salary review.

**e. 2023 Audit**

S. Adams provided a report outlining options for our annual financial statements.

Moved by M. Malfara and seconded by W. Stryde... "That the Lanark Highlands Public Library Board remains with KPMG for our 2023 audit but will switch from a full audit to a compilation with reassurance that the price not exceed \$2,500." Carried.

**6. POLICY REVIEW:**

- OP-13: Business Continuity Policy & Plan

Moved by G. Drew and seconded by S. Athrens... "That the Lanark Highlands Public Library Board approves OP-13: Business Continuity Policy & Plan as presented." Carried.

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

- A Robinson discussed the replacement of carpet and re-painting of the library. Based on initial quotes, the current focus will be on obtaining quotes for painting the library in sections to minimize disruption to service.
- Two slat-board projects were discussed. A. Robinson will contact Library Outfitters to order the items.

**8. ITEMS FOR NEXT AGENDA**

- Policy Review:
  - HR-01: Prevention of Workplace Violence
  - HR-02: Health and Safety
  - HR-03: Workplace Harassment Policy
- 2024 Budget (Draft)

**9. ADJOURNMENT**

Moved by S. Athrens and seconded by M. Malfara... "That the meeting adjourn at 5:19pm." Carried.

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