Wednesday June 17, 2026
Regular Meeting

1. **CALL TO ORDER:** 4:12pm

   PRESENT:
   Board: W. Stryde, T. Shoebridge, M. Malfara, L. Rickan, S. Athrens
   Absent: B. King, S. Adams
   Staff: A. Robinson

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

   None.

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

4. **CONSENT AGENDA:**
   a. Changes to/approval of agenda:

      A. Robinson requested the removal of:
      - 2027 Draft Budget

      L. Rickan requested that an agenda item be added:
      - Financial Oversight & Business Continuity Protocols

   b. Approval of board minutes from May 20, 2026
   c. Monthly CEO Report
   d. Monthly Financial Report (S. Adams) – Not present

   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 and CEO report."* Carried.

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

   a. Chair Update

   N/A

   b. 2027 Draft Budget - Postponed

   A special zoom meeting will be scheduled for some time in late August to review and approve the 2027 Draft budget.

   c. Strategic Plan – Community Survey

   The proposed community survey was reviewed. Some minor wording changes were recommended. It was suggested that a chance at a prize could be available for those willing to invest their time in

completing the survey. A donation of $100 was put forth to purchase a gift certificate at a local business. It was further suggested that we break that value up to offer more chances at a prize. We would want participants' responses to remain anonymous. The recommended method is that at the end of the survey, we provide a separate link to a prize draw form.

Action Items:
A. Robinson will complete the survey and circulate as widely as possible in the community to both users and non-users using a variety of methods.

d. Financial Oversight & Business Continuity Protocols (Addition to the Agenda)

A general discussion took place regarding areas where the Library could improve its financial oversight & business continuity security measures.

Moved by L. Rickan and seconded by W. Stryde.... *"That the Lanark Highlands Public Library Board directs A. Robinson to work with S. Adams to compile a list of action items that should be implemented to strengthen the Library's financial oversight, control and operational continuity measures."* Carried.

e. Remaining 2027 Board Meeting Dates

- Mid-Late August (Special Meeting) – 2027 Budget
- Wednesday October 7 @ 4pm
- Wednesday November 18 @ 4pm
- Wednesday December 9 @ 4pm (only if a special meeting is required)

6. COMMENTS, ANNOUNCEMENTS & OTHER BUSINESS:

None.

7. ITEMS FOR NEXT AGENDA (REGULAR MEETING)

- 2027 Draft Budget (if required)
- Strategic Plan – Foundational Statements
- Policy Review:
  - OP-13: Business Continuity Policy & Plan

8. ADJOURNMENT

The Lanark Highlands Public Library Board meeting adjourned at 5:00 pm.

Next Regular Meeting: Wednesday October 7, 2026 @ 4pm
Special Meeting: TBD (mid-late Aug)