

## **Lanark Highlands Public Library Board**

### **Minutes of the Meeting**

Wednesday, January 18, 2017

Called to Order by Geraldine Vanderspank at 7:29 p.m.

Present: Geraldine Vanderspank, Bob Mezzatesta, Stan Errett, Carlita Delion  
Ken Sinclair, Shannon Adams, Liane Shaw, Romalda Park, Cedar McLean

Absent: (Regrets), Linda Hansen, Romalda Park

### **Approval of Agenda**

That the Agenda be approved and amended. All in favour.

Moved by Carlita Delion

Seconded by Stan Errett

### **Approval of the Minutes**

Moved by Bob Mezzatesta

Seconded by Ken Sinclair

All agree.

### **Financial Report**

Was distributed. The financial report and accounts submitted for payment (total \$7,317.69) were approved.

Moved by Carlita Delion

Seconded by Liane Shaw

### **New or Old Business**

-We received a literacy report from Andrew Sauve. He will not be doing the literacy program again this year.

-There is a new faxing policy: 1\$ per sheet, 10 sheets + = .50 cents per sheet.

-In reviewing the library report for December, it was decided that it would be beneficial to break down children's books versus young adult books, etc. in daily report.

-To celebrate Canada's 150<sup>th</sup> birthday, the Library will be highlighting Canadian literature using a binder and showcasing Canadian books.

-The Hiring of new CEO was decided upon. This person would work 17 or 18 hours per week at 19-22\$/hour, working 4 hours a day and every other Saturday, with Feb. 20<sup>th</sup> as a start date. A committee of Ken Sinclair, Liane Shaw and Geraldine Vanderspank will start the hiring process this week.

-A February awards meeting will be held in order to present long service awards to staff including plaques and jewelry. There will be an open house in March at the Library. Cedar McLean to contact Wanda Proulx to confirm details on a retirement party.

-As of 2017, minutes of board meetings will be posted online. Maren Fassnacht will create a minutes template. Liane Shaw will take minutes directly onto a laptop during board meetings. CEO or delegate will be present at meeting.

-Board members will become volunteers and will receive training at Romalda Park's convenience if she is willing to do that.

-Communication between staff and board: When a CEO is hired, we will specify that this person will regularly hold staff meetings, and will send out a board meeting overview to all staff.

-We would like to create a 3 month Library events/programs calendar prepared ahead of time.

-Maren Fassnacht will lead a short course in how to use Facebook for adults.

-Cedar McLean will begin taking EXCEL courses, and we will look into the best timing for this.

-Motion per provincial law: Holiday pay for Family day. Staff will be paid the same as every other holiday.

-Motion that Romalda Park get 3 quotes on providing a tower for the children's PC and bring results to the next board meeting.

### **Next Meeting**

February 15<sup>th</sup>, 2017

### **Adjournment**

The meeting adjourned at 8:59 p.m. on a motion by Geraldine Vanderspank