

**Lanark Highlands Public Library Board
Minutes of the Monthly Board Meeting
Wednesday, November 28, 2017**

In attendance: Geraldine Vanderspank (Chair), Stan Errett, Bob Mezzatesta, Carlita Delion, Linda Hansen, Shannon Adams, Ken Sinclair, David Rowe

Meeting called to order at 7:04 PM

1. Agenda

Additions to the agenda: Under CEO's report:

- a) new price for colour prints
- b) list of equipment, for budget
- c) security concerns about money
- d) correspondence

2. Minutes of October 25 2017 meeting

Minutes and revised agenda approved.

Moved by Bob Mezzatesta
Seconded by Carlita Delion

3. Financial report

Presented by Shannon Adams and accepted.

Moved by Ken Sinclair
Seconded by Geraldine Vanderspank

4. CEO's Report

Presented by David Rowe.

Other items: Colour prints. Staff suggested raising prices due to the cost of ink. Will ask what the municipal office charges.

David presented a list of equipment the library needs, including a shredder, kettle, and microwave oven. These will be included in the 2018 budget.

Concerns were expressed about the safety of library cash in unlocked areas. David will look for a small safe or strongbox that can securely hold money.

The CEO asked board members what they would like to see as correspondence. It is pretty much up to CEO discretion, such as anything involving operations or money, or requiring a motion.

The question of Tech-Aid in the library came up. The CEO explained how it was being publicized, and said that the use of the service is being tracked.

5. Trustee Meeting in Brockville.

Stan Errett and Bob Mezzatesta reported on the Trustee meeting they attended in Brockville. Stan commented on the 30 PCs available for public use, that they seem to be heavily used by teens.

Bob says these meetings offer a chance to learn what other libraries are doing.

6. Old business

The search for the new board member was discussed. The CEO and the Chair will meet with the applicant.

7. New Business

The Chair spoke about the meeting with the CAO, library CEO, and Council rep on the Library board. Topics discussed were what skills and attributes the board would like to see, agreements with contracting townships, and board members' plans.

8. Budget 2018

Shannon Adams presented a draft budget, including a general increase of about 2.2%

9. Motion to Adjourn Meeting

Moved by Stan Errett
Seconded by Carlita Delion

Meeting adjourned at 8:28 PM