

**Minutes of The Regular Meeting of The Lanark Highlands Library Board
Thursday, February 8, 2018
(Rescheduled from January 31 and February 7, 2018)**

Present: Geraldine Vanderspank (Chair), Shannon Adams, Bonita Carrothers, Stan Errett, Bob Mezzatesta, David Rowe, Ken Sinclair

Absent with regrets: Linda Hansen, Carlita Delion

1. The meeting was called to order at 7:03 PM.
2. Addition to agenda: time and day of Board meetings, by Stan Errett, under new business.
3. The new board member, Bonita Carrothers, was introduced.
3. The agenda and the minutes were approved.

Moved by Ken Sinclair
Seconded by Bob Mezzatesta

4. Financial Report – Shannon Adams presented the year-end reports and the proposed budget.

Motion to accept the financial report and budget to be presented to Lanark Highlands Township Council.

Moved by Stan Errett
Seconded by Ken Sinclair

5. CEO Report

6. New Business

a) Review of policy HR-01, Prevention of Workplace Violence – deferred to next meeting. CEO requested to begin a review of all Library policies to see which ones needed updates.

b) Stan Errett brought forward the sun lamps used for mood adjustment, as used in the Halifax Library. He will investigate and report at a future meeting.

c) Board membership. Several board members indicated a desire to not serve beyond the next election, in the fall. Ken Sinclair indicated he will step down after serving 12 years. The Chair will be stepping down as chair, and her continuance on the board depends on the situation with Drummond-North Elmsley Township.

d) Draft strategic plan discussion. It was felt the strategic plan should be for 4 years, to cover the term of a board. The CEO was assigned the task of gathering information.

e) Fees for non-residents. It was felt that in view of what might happen with contracting townships, we should review our user fees. CEO is to gather information.

f) Annual Report. CEO is to prepare a draft.

g) Discussion of time and day of board meetings. Further discussion deferred to next meeting.

7. Meeting adjourned at 8:40

Moved by Bob Mezzatesta
Seconded by Ken Sinclair