

**Minutes of The Regular Meeting of The Lanark Highlands Library Board
March 7, 2018 (Rescheduled from February 28, 2018)**

Absent with regrets: Carlita Delion

1. The meeting was called to order at 6:52 PM.
2. The agenda and the minutes of the February 8 meeting were approved.

Moved by Bob Mezzatesta, seconded by Bonita Carrothers

3. The Financial Report was presented by Shannon Adams. The budget has been sent to the Township. We received a cheque from Drummond North Elmsley, and one from Service Ontario. The report was accepted.

Moved by Ken Sinclair, seconded by Linda Hansen

4. CEO Report was presented by David Rowe. Additional to the report : a) Christine Stott had resigned, effective May 9; b) CEO will virtually attend a webinar on the new Employment Standards Act.
5. Correspondence: E-mail from FOPL re motions from councils. CEO to draft letter of request to Lanark Highlands Council. CEO also noted a planned meeting between Lanark County Library CEOs and MPP Randy Hillier, slated for March 15.
6. Workplace Violence Policy. CEO was directed to review the policy with staff, and bring it back to a future meeting, HE was also directed to look for staff training courses on dealing with difficult people.
7. Stan Errett presented information from Halifax Public Library on sun lamps. Board members will review and decide.
8. Discussion about time and day of B board meetings. The board will now meet the third Wednesday of each month, starting in April.
9. Strategic planning meeting set for May.

10. New Business:

- a) Bob Mezzatesta brought up the Trustee Meeting April 7, which he will attend.
- b) Open hours. Bob Mezzatesta suggested differing hours for summer / winter. CEO will monitor how busy mornings are. CEO suggested finding a way for a second evening open in the fall.
- c) Volunteer tea. The library will hold a volunteer appreciation tea in April during Volunteer Week.
- d) Bonita Carrothers asked if the library had an Internet Policy. CEO will investigate.

Meeting adjourned at 8:21.

Moved by Bob Mezzatesta, Seconded by Ken Sinclair.