

Minutes of the Regular Meeting of the Lanark Highlands Public Library Board

October 17, 2018

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

1. Call to order: 6.54 PM
2. Approval of the agenda and minutes. Moved by Ken Sinclair, seconded by Bob Mezzatesta
- 3 . Financial Report: presented by treasurer Shannon Adams. Application for the Public Library Operating Grant (PLOG) was made the previous week. Expenses are so far in line, revenues a bit low. Our reserves stand at \$123,000. Investment moved to Tangerine financial services. Approval moved by Ken, seconded by Carlita Deleon.
4. Budget. Shannon presented a draft based on a worst-case scenario of no income from Tay Valley and Drummond North Elmsley, and payments to Arnprior and Carleton Place.

She proposed asking for 2% for COLA or 3% for CPI. Discussion led to provisionally accepting the budget, table the issue of non-residents, as they may be subject to change with new councils. Shannon will bring the budget back in November. It was also suggested to use reserve funds to back fill for shortcomings.
5. Bonita Carrothers prepared a letter from the board authorizing changes to signing authority.

Moved by Carlita, seconded by Linda Hansen.
6. CEO report highlights: annual report will be submitted at November meeting.
7. Board survey. A survey was given to board to complete
8. Policies. Questions as to how many polices we have approved, how many do we need.
9. Fund-raising. Looking for ideas, suggestions, a mail campaign was suggested.
10. Board recruitment. Library has been advertising, board members on the lookout for prospects.
11. Washroom. Send reminder e-mail to CAO; Letter from Board to Council is next step.
12. Other; Stan Errett mentioned Perth Foundation as a possible source of grants.
13. Next meeting, November 21. We are to go to supper at the Lanark Landing at 5:30, then begin meeting at 7 PM in the Library.

Meeting closed at 8:35. Moved by Bob, seconded by Ken.

