

Hastings Highlands Public Library Board
Meeting Minutes from May 27, 2021

Board Member Attendance		Board Member Attendance	
Anne Coleman - Chair	P	Colette Freeman - Director	P
Valerie Loney – Vice-Chair	P	Dorothy Gerrow - Director	P
Kristin Seaborn – Acting CEO	P	Neil Douglas – Director	P
Kristena Schutt – Moore - Director	P	Guest Attendance	
		Tracy Hagar	P
#	Description/Action Required	Responsibility	
	Call to Order	Chair	
1	Approval of Agenda That the Agenda be approved as presented.	Board & Staff Resolution # 21-38 M: Neil Douglas S: Valerie Loney All in Favour. Carried.	
2	Declaration of Conflict of Interest – None	Board & Staff	
3	Minutes That the Minutes from the Thursday, April 22, 2021 Board meeting be accepted as presented.	Board & Staff Resolution # 21-39 M: Dorothy Gerrow S: Neil Douglas All in Favour. Carried.	
4	Business Arising from Minutes <ul style="list-style-type: none"> • The vacant position on the Library Board was discussed. 	Board & Staff	
5	Reports	Board & Staff	
a	CEO <ul style="list-style-type: none"> • A donation of \$1,000.00 was made to the Hastings Highlands Public Library Student Bursary Fund. • The Lions Club donated \$300.00 for the purchase of children’s books or children’s programs. We purchased children’s books with this donation to support our TD Summer Reading Program this summer. Kristin will send a Thank you card to the Lion’s Club. • Jessica O’Reilly has accepted the temporary Assistant Librarian position from Monday, May 17th to October 29th, 2021. The temporary Information Services Tech Librarian position was posted internally and did not receive any applicants, resulting in it being posted externally. The job posting closes on Monday, June 7th, 2021. 		

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	<ul style="list-style-type: none"> • HHPL will continue doing curbside pickup as well as computer usage and photocopying/faxing by appointment because the Stay at Home Order has been extended until June 2, 2021, and all workplace safety measures under the province wide emergency brake remain in effect. Ontario's Roadmap to Reopen was discussed and the library may re-open in Step Two (with 25% capacity). Step Two is estimated to happen the week of July 5th, 2021. • The Library Board declared a vacant seat. Kristin will submit a letter declaring a vacancy on the Board from Board Chair, Anne Coleman to Municipal Clerk, Suzanne Huschilt. 	
b	Secretary - None	CEO
c	Treasurer <ul style="list-style-type: none"> • A motion to accept the Q1 Library financial report 	Board & Staff Resolution # 21-40 M: Valerie Loney S: Colette Freeman All in Favour. Carried.
d	Committee <ul style="list-style-type: none"> • Valerie gave an update regarding the Health and Safety meeting on Tuesday, May 11th, 2021 that was held by memo. The next Health and Safety meeting is scheduled for Tuesday, June 15th, 2021 at 2pm. 	Board
e	Trustee <ul style="list-style-type: none"> • Anne gave an update as our rep for the new Board of Assembly for the Ontario Library Services (OLS). She was unable to access the digital meeting because of technical difficulties. 	Board
f	Council <ul style="list-style-type: none"> • Dorothy informed the Board that we have a new Mayor. Mayor Hagar was sworn in on May 19, 2021. Deputy Mayor applications are in and will be filled by appointment. 	Municipal Rep.
6	Strategic Plan <ul style="list-style-type: none"> • The Board had discussions regarding the library offering more frequent programming kits during the time we are open for curbside pickup only. 	Board & Staff

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	<ul style="list-style-type: none"> • Anne Coleman will talk with Kristin Seaborn about linking the strategic plan to the CEO evaluation. • Dorothy reported that people have been taking the newsletters that she distributed in Lake St. Peter at Linkie's store. Kristin also reported that the newsletters that she dropped off at the Post Office in Maynooth need constant replenishing because people are taking them. • The next newsletter will come out in July and Kristin will email the Board when it is ready for distribution. 	
7	<p>Policies</p> <ul style="list-style-type: none"> • Motion to accept Policy BL-05 (Meetings of the Board) as amended. • Motion to accept Policies HR-16 (Bereavement Leave), HR-17 (Jury Duty), and HR-18 (Professional Development) as amended. • Policies HR-19 (Conferences and Seminars) and HR-20 (Staff Use of Social Media) were reviewed and amended. They will be approved at the June 24th Board meeting. • Receive copies of OP-01 (Confidentiality) and OP-02 (Safety, Security and Emergency) for review at the June 24th Board meeting. 	<p>Board & Staff Resolution # 21-41 M: Neil Douglas S: Kristena Schutt-Moore All in Favour. Carried.</p> <p>Board & Staff Resolution # 21-42 M: Colette Freeman S: Kristena Schutt-Moore All in Favour. Carried.</p>
8	<p>New Business</p> <ul style="list-style-type: none"> • Some possible fundraising ideas were discussed. Ideas brought forward were golf tournament, art silent auction and subscription boxes. 	

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9	Other Business – None	Board & Staff
10	Next Meeting Date: Thursday, June 24th at 9:00 am.	Board & Staff
11	Adjournment at 10:25am	M: Neil Douglas