

**Hastings Highlands Public Library Board
Meeting Minutes from November 16, 2021**

Board Member Attendance		Board Member Attendance	
Anne Coleman – Chair	P	Colette Freeman – Director	P
Valerie Loney – Vice Chair	P	Dorothy Gerrow – Director	A
Tracy Hagar – Municipal Rep.	P	Neil Douglas – Director	A
Kristena Schutt-Moore – Director	P via phone	Guest Attendance - none	

#	Description/Action Required	Responsibility
	Call to Order	Chair
1	Approval of Agenda <i>That the Hastings Highlands Public Library Board approves the agenda for the November 16, 2021 Regular Meeting of the Hastings Highlands Public Library Board.</i>	Board & Staff Resolution #21-71 M: Colette Freeman S: Valerie Loney All in Favour. Carried.
2	Declaration of Conflict of Interest None.	Board & Staff
3	Consent for minutes from October 22, 2021 <i>That the Hastings Highlands Public Library Board adopt the draft minutes of the Regular Meeting of the Hastings Highlands Public Library Board on Friday, October 22, 2021.</i>	All Resolution #21-72 M: Tracy Hagar S: Colette Freeman All in Favour. Carried.
4	Business Arising from Minutes Appointing of the new CEO <i>That the Hastings Highlands Public Library Board appoint Wendy Keating as the Chief Executive Officer of the Hastings Highlands Public Library.</i> A press release was sent to the Hastings Highlands Municipal Council, David Stewart, Tanya Dickinson, Hastings Highlands Public Library staff, Alex Taylor (OLS), Peggy Malcolm (OLS), and Kristena Schutt-Moore (Bancroft This Week). The announcement will be posted on the Library website. Wendy Keating was then invited into the meeting, and her employment contract was signed.	Board & Staff Resolution #21-73 M: Anne Coleman S: Valerie Loney All in Favour. Carried.
5	Reports	Board & Staff
a	CEO This report was presented by Anne Coleman. 1. Hallowe'en Grab 'n' Go Kit Stats – 38 treat bags and 24 craft kits were handed out. 2. Silent Auction Updates – Set up completed on Saturday, November 13, 2021. Jessica will create a temporary webpage on HHPL website for Silent Auction information (i.e. photos of items). It will be located at	Staff

	<p>www.hastingshighlandspubliclibrary.ca/silentauction.</p> <p>Jessica created a poster advertising the Silent Auction, which was included with this report. A question regarding bids from staff and Board members was raised by Tracy on behalf of Dorothy. Members decided to allow staff and Board members to bid on the last day of the auction (Dec. 10) only on items that have not reached the reserve bid.</p> <p>3. New Library Registrants, 2021 to date – There have been 143 new library registrants.</p> <p>4. Circulation Stats, 2021 to date – 8898 items have been checked out between January 1, 2021 and October 31, 2021.</p> <p>Kristena was asked to prepare a newspaper article #3 and #4.</p>	
b	Secretary	Staff
c	<p>Treasurer</p> <p>1. Public Library Operating Grant Funding - \$17 000 was received and deposited.</p> <p>2. Quarter 3 Financial Report – The Q3 report was presented. <i>That the Hastings Highlands Public Library Board accept the Quarter 3 Library Financial Report.</i></p>	<p>Staff</p> <p>Resolution #21-74 M: Anne Coleman S: Tracy Hagar</p>
d	Committee	Board
e	Trustee	Board
f	Council	Municipal Rep.
6	Strategic Plan Update	Board & Staff
7	<p>Policies</p> <p><i>That the Hastings Highlands Public Library Board accept the Policy OP-05 (Resource Sharing and Interlibrary Loan) as amended.</i></p> <p>Policies OP-07 (Internet Services Policy), OP-07A (Equitable Access Policy), OP-11 (Children in the Library), and OP-06 (Programming) were reviewed, and the amended versions will be presented for approval at the next regular meeting. Board members received copies of HHPL policies OP-08 (Meeting Rooms) and OP-09 (Community Information), which they will review and discuss at the meeting in January.</p>	<p>Board & Staff</p> <p>M: Tracy Hagar S: Anne Coleman</p>
8	New Business	Board & Staff
9	<p>Other Business</p> <p>Tracy and Kristena left the meeting at 9:30 a.m. A discussion with Wendy ensued to familiarize her with a variety of initiatives currently underway. It was suggested that the next meeting be an opportunity for Wendy to ask questions regarding Library operations and become acquainted with Board members.</p>	Board & Staff
10	Next Meeting Date: Thursday, December 16, 2021 at 9:00 a.m.	Board & Staff
11	<p>Adjournment: 10:22 a.m.</p> <p><i>That the Hastings Highlands Public Library Board adjourns to meet again on December 16, 2021 at 9:00 a.m. or at the call of a meeting by the Board Chair or any two members of the Board.</i></p>	<p>M: Anne Coleman S: Colette Freeman</p>