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| **#** | **For Discussion** | **Responsibility** |
|  | **Call to Order** | **Chair/Vice-Chair** |
| **1** | **Approval of Agenda** | **Board & Staff** |
| **2** | **Declaration of Conflict of Interest** | **Board & Staff** |
| **3** | **Consent for Minutes from Thursday, December 12, 2019** | **All** |
| **4** | **Business Arising from Minutes** | **Board & Staff** |
| **5** | **Reports** | **Board & Staff** |
| **a** | **CEO**   * **January Calendar of Events (on website)** * **January Cultural Report (on website)** * **OLA Conference** * **Robbie Burns fundraiser** | **Staff** |
| **b** | **Secretary**   * **a letter needs to be written from the Board to the HH Council by Monday, January 27th regarding the vacancy on the Library Board** | **Staff** |
| **c** | **Treasurer**   * **2020 draft budget** | **Staff** |
| **d** | **Committee** | **Board** |
| **e** | **Trustee** | **Board** |
| **f** | **Council** | **Municipal Rep.** |
| **6** | **Strategic Plan Update**   * **Implementation plan update** | **Board & Staff** |
| **7** | **Policies**   * **A motion to accept HHPL Policy GOV-07 (Finances) and GOV-09 (Evaluation of the CEO) as revised.** * **A motion to remove policy GOV-08 because of redundancy** * **Review HHPL Policies GOV-10 (Board Training), GOV-11 (Board Evaluation), and GOV-12 (Succession Planning).** * **Receive HHPL Policies GOV-13 (Delegation of Authority to the CEO), HR-01 (Human Resources Management) and HR-02 (Staff Selection and Assignment) to be reviewed for the February Board meeting.** * **Review of the working in the library alone policy** | **Board & Staff** |
| **8** | **New Business**   * **Scouts** | **Board & Staff** |
| **9** | **Other Business**   * **Establishment of the dates for Board meetings in 2020 (minimum of 7 meetings required)** * **A motion to declare a vacant seat on the HHPL Board due to a resignation** * **WSIB** * **Nametags** * **Amount of HHPL Student Bursary** | **Board & Staff** |
| **10** | **Next Meeting** | **Board & Staff** |
| **11** | **Adjournment** |  |