

Hastings Highlands Public Library Board
Meeting Minutes from Thursday, April 22nd, 2021

Board Member Attendance		Board Member Attendance	
Anne Coleman - Chair	P	Colette Freeman - Director	P
Valerie Loney – Vice-Chair	P	Dorothy Gerrow - Director	P
Rod Moffitt - CEO	P	Neil Douglas - Director	P
Kristena Schutt – Moore - Director	P	Guest Attendance	
		Tracy Hagar	P
		Kristin Seaborn	P
#	Description/Action Required		Responsibility
	Call to Order		Chair
1	Approval of Agenda That the Agenda be approved as presented.		Board & Staff Resolution # 21-34 M: Neil Douglas S: Dorothy Gerrow All in Favour. Carried.
2	Declaration of Conflict of Interest - None		Board & Staff
3	Minutes That the Minutes from the Thursday, March 25 th , 2021 Board meeting be accepted as presented.		Board & Staff Resolution # 21-35 M: Valerie Loney S: Dorothy Gerrow All in Favour. Carried.
4	Business Arising from Minutes <ul style="list-style-type: none"> Anne Coleman is our rep for the newly formed Ontario Library Service. 		Board & Staff
5	Reports		Board & Staff
a	CEO <ul style="list-style-type: none"> The Spring newsletter (April – June) is located on the library website. In addition to hard copies at the Maynooth Post Office, Rod will take hard copies to Mountney’s and Birds Creek Feed. Kristena will take copies for Maple Leaf General Store. Rod will put copies in Dorothy’s box for Lake St. Peter. During lockdown, the HHPL is doing curbside pickup as well as computer usage and photocopying/faxing by appointment. 		

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	<ul style="list-style-type: none"> A motion was made to accept Kristin Seaborn for the position of 'Acting CEO' from Monday, May 3rd to Saturday, October 30th, while Rod is on leave. 	<p>Board & Staff Resolution # 21-36 M: Kristena Schutt-Moore S: Valerie Loney All in Favour. Carried.</p>
b	Secretary - None	CEO
c	<p>Treasurer</p> <ul style="list-style-type: none"> Since the budget has not officially passed, the Q1 library financial report won't be taken to Council until the May meeting. The formal Q1 library financial will not be available until the end of May. 	
d	<p>Committee</p> <ul style="list-style-type: none"> Valerie gave an update regarding the Health and Safety meeting on Tuesday, April 13th that was held by memo. 	Board
e	Trustee	Board
f	<p>Council</p> <ul style="list-style-type: none"> Dorothy informed us that Council approved the 2021 budget on Wednesday, April 21st. 	Municipal Rep.
6	<p>Strategic Plan</p> <ul style="list-style-type: none"> The distribution of Library newsletters is another way to fulfill Strategic Direction #2 to ensure the community is aware of the services the HHPL offer. Anne Coleman will talk with Kristin Seaborn about linking the strategic plan to the CEO evaluation. 	Board & Staff
7	<p>Policies</p> <ul style="list-style-type: none"> Policy BL-05 (Meetings of the Board) was reviewed and amended. It will be approved at the May 27th meeting. A motion was made to accept the revision of policy OP-11 (Children in the Library) Policies HR-16 (Bereavement Leave), HR-17 (Jury Duty), and HR-18 (Professional Development) were reviewed and amended. They will be approved at the May 27th meeting. 	<p>Board & Staff Resolution # 21-37 M: Colette Freeman S: Anne Coleman All in Favour. Carried.</p>

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	<ul style="list-style-type: none">• Board members will receive copies of HR-19 (Conferences and Seminars) and HR-20 (Staff Use of Social Media) before the May 27th meeting.	
8	New Business <ul style="list-style-type: none">• The dates for the next Library Board meetings were established: Thursday, May 27th at 9:00 am and Thursday, June 24th at 9:00 am	
9	Other Business <ul style="list-style-type: none">• Kristin will speak with the staff at their next staff meeting regarding any ideas they have for fundraising.	Board & Staff
10	Next Meeting Date: Thursday, May 27th at 9:00 am	Board & Staff
11	Adjournment at 10:21 am	M: Colette Freeman