

Hastings Highlands Public Library Board  
 October 25, 2017 Meeting Minutes  
 Meeting held in Program room at 8:00 am

<b>Board Member Attendance</b>		<b>Board Member Attendance</b>	
Kathy Irwin - Chair	X	Christine Hass - Director	X
Marjory McPherson - Vice Chair	X	Anne Coleman - Director	X
Vivian Bloom – Municipal Representative	X	Kristina Schutt-Moore- Director	X
<b>Staff Attendance</b>		<b>Guest Attendance</b>	
Kimberly McMunn – CEO, CRO Secretary/Treasurer,	X		

#	Description/Action Required	Responsibility
	<b>Call to Order</b>	Chair/Vice Chair
<b>1</b>	<b>Approval of Agenda</b>  That the Agenda be approved as presented.	Board & Staff <b>Resolution # 17-26</b> <b>M: Anne Coleman</b> <b>S: Vivian Bloom</b> <b>All in Favour. Carried.</b>
<b>2</b>	<b>Declaration of Conflict of Interest – None Stated</b>	ALL & Staff
	<b>Move to Closed Meeting</b> <ul style="list-style-type: none"> <li>• Meeting to discuss issue with identifiable personnel</li> </ul>	<b>Resolution # 17-27</b> <b>M: Marjory McPherson</b> <b>S: Anne Coleman</b> <b>All in Favour. Carried.</b>
	<b>Return to Leave Closed Session</b> <ul style="list-style-type: none"> <li>• The Board will seek legal advice before continuing current discussion.</li> </ul>	<b>Resolution # 17-28</b> <b>M: Anne Coleman</b> <b>S: Chris Hass</b> <b>All in Favour. Carried.</b>
	<b>Return to Open Session</b>	<b>Resolution # 17-29</b> <b>M: Chris Hass</b> <b>S: Anne Coleman</b> <b>All in Favour. Carried.</b>
<b>3</b>	<b>Minutes</b> That the Minutes be accepted as presented	Board & Staff <b>Resolution # 17-30</b>

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		<b>M: Vivian Blom S:Kristena Schutt-Moore All in Favour. Carried.</b>
<b>4</b>	<b>Business Arising from Minutes</b> <ul style="list-style-type: none"> <li>• Proposal for archiving materials to be received for next meeting</li> <li>• Board asked that the Annual Report Posters and Vision and Mission Statement Postings be completed and posted asap</li> </ul>	Board & Staff
<b>5</b>	<b>Reports</b>	Board & Staff
<b>a</b>	<b>CEO</b> <ul style="list-style-type: none"> <li>• Cultural Report emailed to board</li> <li>• Board requested that the purchases for the ILDS grant be itemized in the minutes – proposed purchases include chairs for computer station, SAD LED glasses, device charging station, headphones and OSMO literacy tools</li> <li>• Small turnout for Small Business Week – Loyalist College provided resources and staff for event</li> <li>• MPS entire student body attended the library during Ontario Public Library Week – refreshments were served</li> <li>• Discussions are ongoing with Loyalist College about Winter Programming</li> </ul>	CEO
<b>b</b>	<b>Secretary</b> <ul style="list-style-type: none"> <li>• Letter from Barbara Lindenburg – Board Chair stated that there would be a response soon and a copy of previous correspondence would also be sent to Council for clarity</li> <li>• Correspondence from Roy Mitchell with questions about library accounts – Board needs to meet with Auditors for clearer picture.</li> </ul>	CEO
<b>c</b>	<b>Treasurer</b> <ul style="list-style-type: none"> <li>• Board is still searching for a name to accurately label library financial activity update</li> <li>• Overview of recent financial activity...Councilor Walder went to Town Treasurer asking about \$2300 library surplus for 2016. Auditors have been moving Library surplus into an account at year end. The account balance has accumulated to approximately \$30,000 under the name Book Balance Fund. <b>That the board will send a request to the Auditors to clarify how the Book Balance Fund was developed, who paid for capital expenses over the years, and what to do with the funds moving forward.</b></li> <li>• Starting this year, the library board will have an audited financial statement dedicated to the Public Library specifically. There were also be new expenses attached to this service.</li> </ul>	CEO <b>Resolution # 17-31 M:Kristena Schutt-Moore S:Chris Hass All in Favour. Carried</b>
<b>d</b>	<b>Committee</b> <ul style="list-style-type: none"> <li>• CEO job contract discussed in closed session</li> </ul>	Board

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<b>e</b>	<b>Trustee</b> <ul style="list-style-type: none"> <li>• Kathy Irwin and Anne Coleman hoping to attend Nov. 4<sup>th</sup> Trustee Meeting</li> </ul>	Board
<b>f</b>	<b>Council</b> – nothing to report at this time	Municipal Rep.
<b>6</b>	<b>Strategic Plan</b> <ul style="list-style-type: none"> <li>• Collection – a request was made for a report to give an overview of the collection and its components</li> <li>• Strategic Plan Overview format was generally accepted with note that it needed to be updated.</li> </ul>	Board & Staff
<b>7</b>	<b>Policies</b> <ul style="list-style-type: none"> <li>• Archival Policy sample to be provided for next meeting</li> <li>• Harassment Policy sample with updates from Bill 142 may be presented</li> </ul>	Board & Staff
<b>8</b>	<b>New Business</b> <ul style="list-style-type: none"> <li>• Murder Mystery Dinner and Silent Auction update – hall is booked, need to confirm meal with Gluten-free options</li> </ul>	Board & Staff
<b>9</b>	<b>Other Business</b> <ul style="list-style-type: none"> <li>• Evening in Maynooth is Wednesday, Nov. 22, 6:00-9:00pm, library will try to be open if staffing is possible</li> </ul>	Board & Staff
<b>10</b>	<b>Next Meeting Date – November 29, 2017 at 8am</b>	Board & Staff
<b>11</b>	<b>Adjournment</b>	<b>M:Chris Hass</b>