



Hastings Highlands Public Library Board

Meeting Minutes for January 18, 2024 at 9:00 a.m.

| Board Member Attendance | | | |
|--------------------------------|---|----------------------------|---|
| Anne Coleman – Co-Chair | P | Colette Freeman - Director | P |
| Valerie Loney – Co-Chair | P | Leslie Hunt - Director | P |
| Nancy Matheson – Municipal Rep | P | Fran Hickey - Director | P |
| Joan Nieman – Municipal Rep | P | | |
| Wendy Keating - CEO | P | Guest Attendance | |
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| # | Description/Action Required | Responsibility |
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| | Call to Order – 9:14 a.m. | Co-Chair |
| 1 | Approval of Agenda <i>Motion: That the Hastings Highlands Public Library Board approves the agenda for the January 18, 2024 meeting of the Hastings Highlands Public Library Board.</i> | Board & Staff Resolution # 24-01 M: Leslie S: Nancy Abstain: All in Favour. Carried. |
| 2 | Declaration of Conflict of Interest – none | Board & Staff |
| 3 | Consent for Minutes <i>Motion: That the Minutes from the November 30, 2023 Board meeting be accepted.</i> | Board & Staff Resolution # 24-02 M: Anne S: Colette Abstain: All in Favour. Carried. |
| 4 | Business Arising from Minutes Board members thanked the CEO and her team for a hugely successful Santa Claus Parade. Nancy is working on purchasing “holiday specs” to give away at next year’s parade. | Board & Staff |
| 5 | Reports | Board & Staff |
| a | CEO Several events are planned or being considered for the coming months: Adult Hangout, Blind Date with a Book, Volunteer Appreciation Day on Feb. 14, Freedom to Read, Black History Month, open gym time for exercise, Cuddle Up & Read, the Wigwam Project, and activities for every day of the March break. The CEO will request more library cleaning hours from the Municipality. New shelving is required to replace second-hand shelves, the money for which will come from the surplus and/or fund-raising. | CEO |

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| b | Secretary | CEO |
| c | <p>Treasurer</p> <p>The Library is to submit its budget presentation to the Municipality by Feb. 18. The presentation before Council will be on Feb. 28.</p> <p>The document “Valuing Ontario Libraries Toolkit” will be used to calculate the dollar value of the Library’s benefit to the community.</p> <p>Anne will attend the next meeting of the Federal Government’s MP at the Library. She will remind the MP that the Provincial Government has not changed the amount of library funding in over 20 years and that there is no direct funding from the Federal Government.</p> | CEO |
| d | <p>Committee</p> <p>There are health & safety concerns about the carpeting in the Library, in that it is not being properly cleaned. There was discussion about having it replaced with flooring. The CEO will consult with the Municipality about replacing the carpeting.</p> | Board |
| e | Trustee | Board |
| f | <p>Council</p> <p>Nancy reported that the Council is meeting on Jan. 19 to work on the next Strategic Plan for the Municipality.</p> | Municipal Rep. |
| 6 | <p>Strategic Plan</p> <p>The staff has organized a kids’ drawing challenge to collect images for the Library’s Strategic Plan brochure.</p> <p>Staff input on how we will accomplish the new goals is pending.</p> | Board & Staff |
| 7 | <p>Policies</p> <p>The CEO pointed out that there are several policies concerning our code of conduct, which she believes should be amalgamated into two policies: one for a Code of Conduct and one for Children in the Library.</p> <p><i>Action: A committee was formed including Colette, Fran, and Leslie to draft two policies to replace OP18, OP18A, OP11, and OP16.</i></p> <p>Nancy reported that the Municipal Council has added the term “incivility” before “harassment” and will send the wording to the CEO.</p> <p>OP22 needs to be amended to remove references to “digitization”. The CEO will send the amended policy by email for approval at the next meeting.</p> | Board & Staff |
| 8 | <p>New Business</p> <p>Evaluations of the CEO and the staff need to be done. Dates for evaluations will be set at the next meeting.</p> <p>Fund-raising options were discussed. Board members agreed to conduct a penny sale in conjunction with the Easter Eggstravaganza on March 30. Donations from local businesses and individuals will be solicited and</p> | Board & Staff |



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| | <p>displayed at the event. Participants will purchase tickets, which they will use to try and win the donated item(s) of their choice.</p> <p>Leslie will take the lead in organizing the event. Joan, Anne, and Leslie will gather donations.</p> <p>If it is a success, we will repeat the penny sale in conjunction with next year's Santa Claus Parade.</p> | |
| 9 | <p>Next Meeting Date</p> <p>The next regular meeting of the Board will be held at 9:00 a.m. on February 22, 2024.</p> | Board & Staff |
| 10 | <p>Adjournment at 10:50 a.m.</p> <p>Motion: <i>That the Hastings Highlands Public Library Board adjourns to meet again on February 22, 2024 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>Board & Staff</p> <p>Resolution # 24-03</p> <p>M: Valerie</p> <p>S: Leslie</p> <p>Abstain:</p> <p>All in Favour.</p> <p>Carried.</p> |

