

Hastings Highlands Public Library Board
Meeting Minutes from October 22, 2021

Board Member Attendance		Board Member Attendance	
Anne Coleman - Chair	P	Colette Freeman - Director	P via telephone
Valerie Loney - Vice-Chair	P	Dorothy Gerrow - Director	P
Tracy Hagar - Municipal Rep	P	Neil Douglas - Director	A
Kristena Schutt-Moore - Director	P	Guest Attendance	
Kristin Seaborn - Acting CEO	P		

#	Description/Action Required	Responsibility
	Call to Order	Chair
1	<p>Approval of Agenda</p> <p><i>That Hastings Highlands Public Library Board approves the agenda for the October 22, 2021 Regular Meeting of the Hastings Highlands Library Board as amended.</i></p>	<p>Board & Staff Resolution #21-65 M: Dorothy Gerrow S: Colette Freeman All in Favour. Carried.</p>
2	<p>Declaration of Pecuniary Interest: None.</p>	Board & Staff
3	<p>Minutes</p> <p><i>That the Minutes from the September 24, 2021 Board meeting be accepted as presented.</i></p> <p><i>That the Minutes from the Wednesday, September 29, 2021 special meeting of the Board be accepted as presented.</i></p>	<p>Board & Staff Resolution #21-66 M: Valerie Loney S: Dorothy Gerrow All in Favour. Carried.</p> <p>Board & Staff Resolution #21- 67 M: Dorothy Gerrow S: Anne Coleman All in Favour. Carried.</p>
4	<p>Business Arising from Minutes</p> <ul style="list-style-type: none"> - Heritage report to be brought forward at November 18th, 2021 regular meeting of the Hastings Highlands Public Library Board 	Board & Staff

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5	Reports	Board & Staff
a	<p>CEO</p> <ul style="list-style-type: none"> • Jessica O'Reilly and Tiffany Dalley have both enrolled in the Excel Course 'Public Library Programming' through Ontario Library Service. • We have registered for Forest of Reading 2022. • Food for Fines: we are inviting patrons to bring in non-perishable food items for the Maynooth Food Bank this holiday season in exchange for clearing any fines that may have accumulated on library accounts. Food for Fines will run November 1 – December 15, 2021. • We ran the book sale throughout the summer until after Thanksgiving and raised \$1000.00. • Halloween Grab n' Go kits will be available for kids during the week of October 25 – October 30, 2021. The kits contain a Halloween craft and treat. 	CEO
b	Secretary	CEO
c	<p>Treasurer</p> <p><i>That the Hastings Highlands Public Library Board accepts the Reserve Fund Report as presented.</i></p> <p>Quarter 3 Financial Report – tabled until November 18th meeting</p>	<p>Board & Staff Resolution #21-68 M: Valerie Loney S: Tracy Hagar All in Favour. Carried.</p>
d	<p>Committee</p> <ul style="list-style-type: none"> • Valerie gave updates regarding the Health and Safety meeting from Tuesday, October 19th, 2021 that was held by memo. <p><i>That the Hastings Highlands Public Library Board directs Acting CEO Kristin Seaborn to make a request for service to investigate and repair the source of the water leaks and subsequent mold issue.</i></p>	<p style="text-align: center;">Board</p> <p>Board & Staff Resolution #21-69 M: Valerie Loney S: Dorothy Gerrow All in Favour. Carried.</p>

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e	<p>Trustee</p> <p>Anne reported on fantastic and positive response from OLS in creating advertisement for new CEO position.</p>	Board
f	<p>Council</p>	Municipal Rep.
6	<p>Strategic Plan</p> <ul style="list-style-type: none"> - The Fall Newsletter has been issued - Copies of the Fall newsletter will be given to Maynooth Public School to distribute to their school community - 2 library staff members are enrolled in courses to further their professional development 	Board & Staff
7	<p>Policies</p> <p><i>That Hastings Highlands Public Library Board accepts the policies OP-03 (Accessible Customer Service) and OP-04 (Collection Development) as amended.</i></p> <p>Policies OP-05 (Resource Sharing and ILL) and OP-06 (Programming) were reviewed and amended. They will be approved at the November 18, 2021 meeting.</p> <p>Board members received copies of HHPL policies OP-07 (Internet Services Policy) and OP-07A (Equitable Access Policy) for review at the November 18th, 2021 meeting.</p>	<p>Board & Staff Resolution #21-70 M: Dorothy Gerrow S: Kristena Schutt-Moore All in Favour. Carried.</p>
8	<p>New Business</p> <p>Anne reported on a proposal from a generous donor. Anne will check with Ontario Library Service for advice on the proposal.</p>	

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9	Other Business Dorothy Gerrow left the meeting at 10:05am. Colette Freeman left the meeting at 10:06am. Anne reported that the advertisement for CEO position is in the newspaper in Bancroft and Barry's Bay, OLS and OLA Job banks, on the HHPL and Municipality websites, and on indeed.com. The Board discussed fundraising ideas and decided to hold a Silent Auction in the library in November.	Board & Staff
10	Next Meeting Date: Thursday, November 18 th , 2021 at 9:00am	Board & Staff
11	Adjournment at: 10:37am <i>That the Hastings Highlands Public Library Board adjourns to meet again on November 18, 2021 at 9:00am or at the call of a meeting by the Board Chair or any two members of the Board.</i>	M: Kristena Schutt-Moore