

Hastings Highlands Public Library Board
Meeting Minutes from Tuesday, June 29th, 2021

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

#	Description/Action Required	Responsibility
	Call to Order	Chair
1	Approval of Agenda That the Agenda be approved as presented.	Board & Staff Resolution #21-43 M: Valerie Loney S: Neil Douglas All in Favour. Carried.
2	Declaration of Conflict of Interest – None	Board & Staff
3	Minutes That the Minutes from the May 27, 2021 Board meeting be accepted as presented.	Board & Staff Resolution #21-44 M: Colette Freeman S: Dorothy Gerrow All in Favour. Carried.
4	Business Arising from Minutes <ul style="list-style-type: none"> • None 	Board & Staff
5	Reports	Board & Staff
a	CEO <ul style="list-style-type: none"> • Welcome to our new Municipal rep on the Library Board, Mayor Tracy Hagar • Interviews for the temporary Information Services Tech Librarian position were conducted on June 9th and June 10th. Candidate Temple Cameron was hired to fill the temporary Information Services Tech Librarian position. Temple started work on June 16, 2021. • We launched the TD Summer Reading Club StoryWalk® on June 15. It is located in the gardens outside the library/municipal building. • Quarter 2 Cultural Report (April – June) will be posted on the website in July. • There was one applicant for the Student Bursary for 2021. • We gave out 8 Father’s Day Grab n’ Go Kits. • The requirement that circulating materials returned to the library be disinfected or quarantined for an appropriate period before they are recirculated was eliminated in Step 	CEO

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	<p>One of the Roadmap to Reopen. Kristin discussed with the staff and everyone agreed to stop the quarantine process as of June 23rd, 2021.</p> <ul style="list-style-type: none"> • Kristin will be away July 19th – July 23rd, 2021 	
b	Secretary - None	CEO
c	<p>Treasurer</p> <ul style="list-style-type: none"> • The second quarter financial report will be sent out to Board members once it is received in July. 	
d	<p>Committee</p> <ul style="list-style-type: none"> • Valerie gave an update regarding the Health and Safety meeting that took place on Thursday, June 17th, 2021. The hot water tank was replaced in the library due to a report of an unpleasant smell coming from sinks in the staff room. Kristin created a form for library staff to fill out when reporting a health and safety concern in the library and it is posted on the H&S Board. 	Board
e	<p>Trustee</p> <ul style="list-style-type: none"> • Anne received email from Ontario Library Service regarding a virtual conference that will be taking place on Sept. 21, 2021. Anne plans on attending and will send out the information to all board members. 	Board
f	<p>Council</p> <ul style="list-style-type: none"> • The municipality received an award for succession planning from the Canadian Association of Municipal Administrators. 	Municipal Rep.
6	<p>Strategic Plan</p> <ul style="list-style-type: none"> • Strategic Plan Direction #2 <ul style="list-style-type: none"> - Launched two new pages on our website devoted to Interlibrary Loan and Heritage Services offered at HHPL 	Board & Staff
7	<p>Policies</p> <ul style="list-style-type: none"> • Motion to accept Policy HR-19 (Conferences and Seminars) and HR-20 (Staff Use of Social Media) as amended. 	<p>Board & Staff Resolution # 21-45 M: Valerie Loney S: Kristena Schutt-Moore All in Favour. Carried.</p>

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	<ul style="list-style-type: none"> • Policies OP-01 (Confidentiality) and OP-02 (Safety, Security and Emergency) were reviewed and amended. They will be approved at the September 24th Board meeting. • Motion to remove the sentence “Patrons age 12 to 15 must have a valid library card to use the library facilities, unless accompanied by an adult” from Policy OP-11 (Children in the Library). • Receive copies of HHPL policies OP-03 Accessible Customer Service and OP-04 Collection Development for review at the September 24th Board meeting. 	<p>Board & Staff Resolution # 21-46 M: Valerie Loney S: Colette Freeman All in Favour. Carried.</p>
8	<p>New Business</p> <ul style="list-style-type: none"> • The Board had a discussion regarding the capacity of the library and would like to look into a revision. • Anne will email the Board with a list of the fundraising ideas previously discussed. 	
9	<p>Other Business</p> <ul style="list-style-type: none"> • Meeting dates were set for the Fall: Friday, September 24th @ 9am, Friday, October 22nd @ 9am and Thursday, November 25 @ 9am. <p>Closed Session</p> <ul style="list-style-type: none"> • A motion was made that the Board Rises to Go into Closed Session at 10:00am (THAT the board rises from the open session to go into Closed Session as permitted by the Libraries Act (Section 16.1 (4)(d) labour relations or employee negotiations) for the purpose of: <p>- Confidential discussion regarding CUPE Negotiations</p> <ul style="list-style-type: none"> • Board Rises and from Closed Session at 10:34am • THAT the board rises from the closed session and all motions and directions determined are to be carried out as approved in the June 29th, 2021 Closed Session. The Board has ratified all elements pertaining to the Library as stated in the June 4th, 2021 Collective Agreement. 	<p>Board & Staff</p> <p>Board & Staff Resolution # 21-47 M: Anne Coleman S: Colette Freeman All in Favour. Carried.</p> <p>Board & Staff Resolution # 21-48 M: Kristena Schutt-Moore S: Dorothy Gerrow All in Favour. Carried.</p>

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10	Next Meeting Date: Friday, September 24th @ 9am	Board & Staff
11	Adjournment at 10:40am	M: Valerie Loney