

Hastings Highlands Public Library Board

Meeting Minutes for March 28, 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
Tracy Hagar – Municipal Rep	P		
Wendy Keating - CEO	P	Guest Attendance	

#	Description/Action Required	Responsibility
	Call to Order – 8:55 a.m.	Co-Chair
1	<p>Approval of Agenda Motion: <i>That the Hastings Highlands Public Library Board approves the agenda for the March 28, 2024 meeting of the Hastings Highlands Public Library Board.</i></p>	<p>Board & Staff Resolution # 24-09 M: Tracy S: Nancy Abstain: All in Favour. Carried.</p>
2	Declaration of Conflict of Interest – none	Board & Staff
3	<p>Consent for Minutes Motion: <i>That the Minutes from the January 18, 2024 Board meeting be accepted.</i></p>	<p>Board & Staff Resolution # 24-10 M: Tracy S: Leslie Abstain: All in Favour. Carried.</p>
4	<p>Business Arising from Minutes More cleaning hours have been negotiated for the library. 4 hours. Leslie reported that Hannah Lithographers would have to charge too much to print the cookbooks she showed them. They suggested a company in Alora. More follow up is necessary for the Cook Book Fundraiser plan.</p> <p>Leslie and Fran met with Wendy to create a schedule of policy review. Implementation starts with today's meeting.</p> <p>Nancy learned that in order to apply to 100 women who Care, one must be a charitable organization or at least be able to offer registered receipts, which is possible through the Municipality. She had received the application form this morning so will review all aspects for next meeting.</p>	Board & Staff
5	Reports	Board & Staff
a	<p>CEO Easter plans include hot chocolate served in the court yard, egg hunt</p>	CEO

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	<p>behind the municipal building, crafts in the court yard, Firefighters display including fire trucks and Wendy as the Bunny. Start time is 8:30 a.m.</p> <p>Shelving: Wendy is going to Vaughn Public Library to claim some used Brodart shelving.</p> <p>Spring Projects in the Library will include the presentation of films on April 17th, National Film Festival Day. The children's film choice is being shown in the library on April 17th at 4:00 and the adults will be viewed at the Arlington, time ?</p>	
b	<p>Secretary</p> <p>Budget Preparation –The Budget presentation was well received by all concerned. Questions were answered satisfactorily.</p>	CEO
c	<p>Treasurer</p>	CEO
d	<p>Committee: No incidents to report.</p>	Board
e	<p>Trustee: Anne will forward emails to all the trustees from OLA for educative purposes.</p>	Board
f	<p>Council: There is a motion to reduce the tax increase to 7.74%. All departments are to bring amendments to their budgets to the next Council meeting, April 17th, 2024</p>	Municipal Rep.
6	<p>Strategic Plan</p> <p>The Drawing contest was closed and all entries are on display in the foyer. Some of these drawings will be added to the Strategic Plan Brochure.</p> <p>Jessica and Wendy have edited the detailed rubric for the Strategic Plan, which will be referred to as we progress through the electoral term.</p> <p>The topic of whether to purchase or lease a photocopier was introduced by Wendy. More research will be done before decisions are made.</p>	Board & Staff
7	<p>Policies</p> <p>Motion to amend OP-12, Section 1, Library Membership and Borrowing, #3 to read "Non-Ratepayer/Non-Resident fees shall be \$20 per person or \$40 per family (2 adults, 5 children).</p> <p>Section 1, #4 to read "Membership may be granted to an individual who is unable to provide identification verifying address. In this case borrowing is limited to one book item excluding new titles.</p> <p>Section 3: Borrowing, #3, d) Patrons who do not promptly return items will be fined \$10.</p>	<p>Board & Staff</p> <p>Resolution # 24-11</p> <p>M: Leslie</p> <p>S: Colette</p> <p>Abstain:</p> <p>All in Favour.</p> <p>Carried.</p>
8	<p>New Business: Plans are underway for the Murder Mystery Fund Raiser, booked for Friday November 22nd, 2024. Date chosen to not conflict with the Hunt and also as an incentive to purchase through the Silent Auction for</p>	Board & Staff

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	Christmas. Emond Hall has been booked and Anne has put a call through to Krystle Landis for catering. The cast for the MM has been chosen by Catherine Rull.	
9	<p>Next Meeting Date</p> <p>The next regular meeting of the Board will be held at 9:00 a.m. May 23rd, 2024.</p>	Board & Staff
10	<p>Adjournment at 11:17 a.m.</p> <p>Motion: <i>That the Hastings Highlands Public Library Board adjourns to meet again on May 23rd, 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 #</p> <p>24-12</p> <p>M: Anne</p> <p>S: Leslie</p> <p>Abstain:</p> <p>All in Favour.</p> <p>Carried.</p>

