

Hastings Highlands Public Library Board
Meeting Minutes for February 22, 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 – 9:05 a.m.	Co-Chair
1	Approval of Agenda Motion: <i>That the Hastings Highlands Public Library Board approves the agenda for the February 22, 2024 meeting of the Hastings Highlands Public Library Board.</i>	Board & Staff Resolution # 24-04 M: Valerie S: Nancy Abstain: All in Favour. Carried.
2	Declaration of Conflict of Interest – none	Board & Staff
3	Consent for Minutes Motion: <i>That the Minutes from the January 18, 2024 Board meeting be accepted.</i>	Board & Staff Resolution # 24-05 M: Leslie S: Fran Abstain: All in Favour. Carried.
4	Business Arising from Minutes Anne was unable to meet with the Federal Member of Parliament as planned but will try again the next time the MP is scheduled to attend. The policy committee has yet to meet to draft replacement policies for OP 18, 18A, 11, and 16. The committee will also take over the responsibility of bringing forward policies for review at future meetings. <i>Action: Leslie, Fran, and Colette will draft the replacement policies and make a schedule for bringing other policies forward for review.</i> Some more janitorial hours will be allotted to the Library. In the meantime, the CEO is vacuuming and staff are wiping surfaces.	Board & Staff
5	Reports	Board & Staff
a	CEO CUPE Negotiations – The CEO will send a memo to Greg Dobney regarding the Library’s participation in upcoming CUPE negotiations, our priority	CEO

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	<p>being staff remuneration.</p> <p>January Statistics – Staff have tracked the number of visitors to our Library in the month of January (typically the slowest month of the year). Results show that there were 1031 visitors in January 2024, as compared to 791 visitors in January 2023.</p> <p>Community Events – There are activities planned for each day of the March break (shoeboxes are needed for making eclipse viewers). The Easter Eggstravaganza will be on March 30. The Municipality will provide money for candy. The Board decided not to organize a fund-raiser in conjunction with that event because the idea of having a penny auction requires a license, for which we are not an “eligible organization”.</p> <p>Fund-raising – The Board decided to plan a murder mystery dinner with a catered meal, cash bar, and silent auction. The goal is to hold it at the end of September. <i>Action: Anne will confirm with Catherine Rull as to whether she will host the murder mystery.</i></p> <p>Another idea the Board is pursuing is a literary cookbook which would be sold at the Library, with the goal of having it ready for the Santa Claus Parade. Community members would contribute recipes inspired by books they have read, and ad space would be sold. <i>Action: Leslie will ascertain the cost of printing the cookbook.</i></p> <p>Nancy reported that local organizations like the Kawartha Credit Union, McDougall Insurance, and “100 Women Who Care” offer grants for specific projects.</p>	
b	<p>Secretary</p> <p>Budget Preparation – The CEO sent information to the Municipality re comparable wages for Library employees and job postings at other libraries, in anticipation of questions likely to be asked at the budget presentation to Council on February 28. The focus of the Library’s presentation will be on retaining well-trained staff and continuity of service.</p> <p>Reserve Spending /Special Projects – The Library’s reserve funds are earmarked for updating technology infrastructure, replacing shelving, and children’s area maintenance. Other needs are building maintenance and increased janitorial services.</p>	CEO
c	Treasurer	CEO
d	Committee	Board
e	Trustee	Board
f	Council	Municipal Rep.
6	<p>Strategic Plan</p> <p>On February 29, the children’s drawing challenge will close, and staff will choose drawings to complete the Strategic Plan brochure.</p>	Board & Staff

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7	<p>Policies</p> <p>A motion was made to accept the amended policy "OP-13 Local History".</p> <p>A motion was made to delete the policy "OP-22 Digitization".</p>	<p>Board & Staff Resolution # 24-06 M: Valerie S: Anne Abstain: All in Favour. Carried.</p> <p>Resolution # 24-07 M: Fran S: Nancy Abstain: All in Favour. Carried.</p>
8	New Business	Board & Staff
9	<p>Next Meeting Date</p> <p>The next regular meeting of the Board will be held at 9:00 a.m. on March 21, 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 March 21, 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 Resolution # 24-08 M: Leslie S: Tracy Abstain: All in Favour. Carried.</p>

