

Hastings Highlands Public Library Board
Meeting Minutes for Thursday, October 17th, 2019
Meeting held in Program room at 9:00 am

Board Member Attendance		Board Member Attendance	
Anne Coleman - Chair	P	Colette Freeman - Director	P
Vic Bodnar – Municipal Rep.	P	Sherry Burke - Director	A
Valerie Loney - Director	P	Miranda Mitchell - Director	A
Kristena Schutt – Moore - Director	A	Guest Attendance	
Rod Moffitt - CEO	P	Jessica O’Reilly	

#	Description/Action Required	Responsibility
	Call to Order	Chair
1	Approval of Agenda That the Agenda be approved as presented.	Board & Staff Resolution # 19-32 M: Valerie Loney S: Colette Freeman All in Favour. Carried.
2	Declaration of Conflict of Interest	Board & Staff
3	Minutes That the Minutes from the September 25 th , 2019 Board meeting be accepted as presented.	Board & Staff Resolution # 19-33 M: Valerie Loney S: Anne Coleman All in Favour. Carried.
4	Business Arising from Minutes - None	Board & Staff
5	Reports	Board & Staff
a	CEO <ul style="list-style-type: none"> • October Calendar of Events (on website) • October Cultural Report (on website) • Rod attending Library Committee meeting at North Kawartha Public Library on Monday, October 21st. • Rod will be representing the HHPL at Club 580 on Friday, October 25th from 10:30-11:30 am for a celebration of Ontario Public Library Week. Our MPP has been invited to participate with North Hastings Public Library and Carlow/Mayo Public Library. 	CEO
b	Secretary – No correspondence	CEO

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c	<p>Treasurer</p> <ul style="list-style-type: none"> • Approval of the second quarterly report for the Library • Approval of the Auditor's report for 2018 • Approval of the third quarterly report for the Library • The current amount in the HHPL Student Bursary is \$1,340.50. Rod will look into ways to invest some of the funds in the future through short-term GICs. The current amount of the HHPL Student Bursary is \$100.00. In the future, we hope to increase that amount depending upon the funds in the account. Rod will prepare an informational page about the bursary which could be used to help raise more funds. 	<p>Board & Staff Resolution # 19-34 M: Colette Freeman S: Valerie Loney All in Favour. Carried.</p> <p>Board & Staff Resolution # 19-35 M: Valerie Loney S: Anne Coleman All in Favour. Carried.</p> <p>Board & Staff Resolution # 19-36 M: Anne Coleman S: Colette Freeman All in Favour. Carried.</p>
d	Committee	Board
e	<p>Trustee</p> <ul style="list-style-type: none"> • Anne will be attending the next Trustee meeting in Brighton on Friday, November 8th. 	Board
f	Council	Municipal Rep.
6	Strategic Plan	Board & Staff Resolution # 19-37

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	<ul style="list-style-type: none"> • The one-page strategic plan drafted by Valerie Loney and Anne Coleman was approved by the Board. • Jessica presented several surveys to the Board in order to receive input from Library client-patrons regarding our clientele and programming. She will finalize the surveys. They will then be shown to the Board members before use. We will have hard copies at the Library and put the survey online also. • Colette suggested placing a whiteboard near the entrance to collect immediate data on various topics from visitors to the Library. 	<p>M: Colette Freeman S: Valerie Loney All in Favour. Carried.</p>
7	<p>Policies</p> <ul style="list-style-type: none"> • A motion to accept HHPL Policies GOV-01 (Purpose of the Board), GOV-02 (Board Orientation), and GOV-03 (Duties and Responsibilities of Individual Board Members. • Review HHPL Policies GOV-04 (Committees of the Board), GOV-05 (Policy Development) and GOV-06 (Planning) for the Wednesday, November 27th Board meeting. 	<p>Board & Staff Resolution # 19-38 M: Colette Freeman S: Anne Coleman All in Favour. Carried.</p>
8	<p>New Business</p>	
9	<p>Other Business</p> <ul style="list-style-type: none"> • The Murder Mystery dinner plans are well underway. Posters have been placed in many businesses in Maynooth and Bancroft. Tickets can be purchased at the HHPL, Maynooth General Store and Harvest Moon. We are going to be sending out a call for donations for the silent auction. There will be a decoration work bee after the next Board meeting on Wednesday, November 27th. Board members will be available at the event to usher and serve and clear food dishes. Rod will check about the number of food service carts that are available to use. The Board is planning to divide the proceeds from the event three ways: <p>1) HHPL Student Bursary</p>	<p>Board & Staff</p>

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	2) HHPL for shelving to increase our collection 3) For several local charities	
10	Next Meeting Date: Wednesday, November 27th at 9:00 am in the Program Room	Board & Staff
11	Adjournment at 10:40 am	M: Valerie Loney