

Hastings Highlands Public Library Board
Meeting Minutes from September 24th, 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 amended.	Board & Staff Resolution #21-49 M: Dorothy Gerrow S: Tracy Hagar All in Favour. Carried.
2	Declaration of Conflict of Interest - None	Board & Staff
3	Minutes That the Minutes from the June 29 th , 2021 Board meeting be accepted as presented.	Board & Staff Resolution #21-50 M: Neil Douglas S: Valerie Loney All in Favour. Carried.
4	Business Arising from Minutes	Board & Staff
5	Reports	Board & Staff
a	CEO <ul style="list-style-type: none"> • We have been slowly reintroducing some of the library programming that we can do safely within the library. The Sew n’ Sews meet Wednesdays 1pm – 3pm, Come Drum with Me takes place on Thursday mornings prior to the library opening 10am – 11am, Knitting/Crocheting group meets Wednesdays 1pm – 3pm and Book Club will have their first meeting in October. • Ontario Public Library week is coming up in October (17th – 23rd). An event that we have planned for OPLW is a virtual Meet the Author event via Zoom. It will take place on Saturday, October 23, 2021 @ 10:30am. At the beginning of September, we started some reading challenges at the library for kids, young adults and adults. Every time a book is 	CEO

Hastings Highlands Public Library Board
Meeting Minutes from September 24th, 2021

	<p>checked out, or a new library card is issued, or someone leaves a review of a good book, their name is entered into a draw for a prize. We will have the draws for the prizes during Ontario Public Library Week.</p> <ul style="list-style-type: none"> • The next library newsletter will be out the first week of October. • The library received a \$30 donation for the Student Bursary Fund. • The Quarter 3 Cultural Report will be on the website at the end of October. 	
b	Secretary – None	CEO
c	<p>Treasurer</p> <ul style="list-style-type: none"> • A municipal manager with Baker Tilly met with the Library Board via Zoom to present the financial statements of the Auditor’s report for 2020. • Motion to accept the Auditor’s report for 2020 • Motion to ask David Stewart or Tanya Dickinson for a tutorial or explanation of the Baker Tilly Report. • A motion to accept the Q2 Library financial report. 	<p>Board & Staff Resolution #21-51 M: Colette Freeman S: Tracy Hagar All in Favour. Carried.</p> <p>Board & Staff Resolution #21-52 M: Anne Coleman S: Tracy Hagar All in Favour. Carried.</p> <p>Board & Staff Resolution #21-53 M: Neil Douglas S: Dorothy Gerrow All in Favour. Carried.</p>

Hastings Highlands Public Library Board
Meeting Minutes from September 24th, 2021

	<ul style="list-style-type: none"> • There is \$4503.63 in the Student Bursary Fund. • A motion was made to send Colette Freeman to the North Hastings High School to let people know about the Hastings Highlands Public Library Student Bursary. 	<p>Board & Staff Resolution #21-54 M: Kristena Schutt-Moore S: Anne Coleman All in Favour. Carried.</p>
d	<p>Committee</p> <ul style="list-style-type: none"> • Valerie gave an update regarding the Health and Safety meeting that took place by memo on Tuesday, September 14, 2021. A cracked light switch has been replaced in the staff washroom. 	<p>Board</p>
e	<p>Trustee – None</p>	<p>Board</p>
f	<p>Council</p> <ul style="list-style-type: none"> • Hastings Highlands has a new Municipal Councillor, Keith Buck. • Council passed their Exotic Animal By-Law. • The Health and Safety Policy now has a mental health component to it. • The Master Fire Plan is approved in principal. • Financial Analyst report has been requested by motion. 	<p>Municipal Rep.</p>
6	<p>Strategic Plan</p> <ul style="list-style-type: none"> • We will promote in person programming that has recently started back up at the library. Kristena Schutt-Moore of Bancroft This Week newspaper requested that Kristin Seaborn send a list of all programming currently taking place at the library so that she can run a story in the newspaper. • Creative interesting programming and services continued during our closure and throughout the pandemic. 	<p>Board & Staff</p>

Hastings Highlands Public Library Board
Meeting Minutes from September 24th, 2021

<p>7</p>	<p>Policies</p> <ul style="list-style-type: none"> • Motion to accept Policies OP-01 (Confidentiality) and OP-02 (Safety, Security and Emergency) as amended. • Policies OP-03 (Accessible Customer Service) and OP-04 (Collection Development) were reviewed and amended. They will be approved at the October 22nd Board meeting. • Motion to request that Mayor Hagar or Deputy Mayor Gerrow look into finding more space in the building for the library's archival material. • Receive copies of HHPL policies OP-05 (Resource Sharing and ILL) and OP-06 (Programming) for review at the October 22nd Board meeting. 	<p>Board & Staff Resolution #21-55 M: Anne Coleman S: Valerie Loney All in Favour. Carried.</p> <p>Board & Staff Resolution #21-56 M: Colette Freeman S: Kristena Schutt-Moore All in Favour. Carried.</p>
<p>8</p>	<p>New Business</p> <ul style="list-style-type: none"> • Motion to accept with regret the resignation of Rod Moffitt. • Motion to start the process to hire a new Library CEO pursuant to policy HR-02. • The Library will be open on December 29th & 30th during Christmas holidays. 	<p>Board & Staff Resolution #21-57 M: Anne Coleman S: Colette Freeman All in Favour. Carried.</p> <p>Board & Staff Resolution #21-58 M: Dorothy Gerrow S: Neil Douglas All in Favour. Carried.</p>

Hastings Highlands Public Library Board
Meeting Minutes from September 24th, 2021

9	<p>Other Business</p> <ul style="list-style-type: none"> • Tracy Hagar had to leave the meeting at 11:05am. • The Board discussed the Heritage Report. It will be further discussed at the next regular meeting. • The Board discussed insurance for library programming in the gym. Clarifications are necessary from the Municipality. The Board Chair will follow up with Tanya Dickinson and Kim Helkaa. • Valerie Loney brought forward a new fundraising idea to connect students to the library through reading. The Board will think more about this idea and have further discussions at the next regular meeting. • Other fundraising ideas were discussed, including mystery bags and an online auction. • Kristena Schutt-Moore will investigate what the library can do in regards to fundraising through the Ontario Lottery and Gaming Corporation. 	Board & Staff
10	Next Meeting Date: Friday, October 22 nd at 9:00 am in the Program Room.	Board & Staff
11	Adjournment at 11:51am	M: Kristena Schutt-Moore