

Hastings Highlands Public Library Board  
 May 24, 2017 Meeting Minutes  
 Meeting held in Program room at 9:45 am

Board Member Attendance		Board Member Attendance	
Kathy Irwin - Chair	x	Christine Hass - Director	x
Marjory McPherson - Vice Chair	x	Anne Coleman - Director	x
Vivian Bloom – Municipal Representative	x	Kristina Schutt - Director	x
Staff Attendance		Guest Attendance	
Kimberly McMunn – CEO, CRO Secretary/Treasurer,	x		

#	Description/Action Required	Responsibility
	<b>Call to Order</b>	Chair/Vice Chair
<b>1</b>	<b>Approval of Agenda</b> That the Agenda be approved as presented.	Board & Staff <b>Resolution # 17-14</b> <b>M: Marjory</b> <b>S: Anne</b> <b>Carried.</b>
<b>2</b>	<b>Declaration of Conflict of Interest</b>	ALL & Staff - None
<b>3</b>	<b>Minutes</b> That the Minutes be accepted as presented.	Board & Staff <b>Resolution # 17-15</b> <b>M: Anne</b> <b>S: Vivian</b> <b>Carried.</b>
<b>4</b>	<b>Business Arising from Minutes</b> <ul style="list-style-type: none"> <li>• <b>Charitable Status in process</b> - Marjory and Kim meeting to complete the application</li> <li>• <b>Library Community-Led think Tank, Niagara Falls</b> – Hastings Highlands CEO and Bancroft Library CEO, Chris Stephenson will be presenting on Outcome-Based Planning on Friday, May 26, 2017</li> <li>• <b>Trustee Report</b> – Kate will send for next meeting.</li> <li>• <b>Kiosk</b> – Loyalist College will not be partnering on Kiosk project due to logistics. Another option is that the kiosk is built by volunteers off-site and installed on Municipal property by municipal staff. The CEO will also look at the cost of a pre-fab model.</li> </ul>	Board & Staff
<b>5</b>	<b>Reports</b>	Board & Staff
<b>a</b>	<b>CEO</b> <ul style="list-style-type: none"> <li>• <b>Ministry Roundtable</b> – The Library CEO has been participating as a voice for small, rural libraries in Ministry Roundtable discussions based on Leadership &amp; Innovation, Community-hubs, Standards and Performance Measurement and Digital Services. A final report will be released once all the information is compiled.</li> <li>• <b>Interim Library Manager</b> – Barbara Lindenburg is working with staff on developing a library newsletter complete with a calendar of events. Although we were able to offset some of the CEO's duties</li> </ul>	CEO

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	<p>by hiring an Interim Manager, we did not calculate the amount of time needed to cross train administrative duties.</p> <ul style="list-style-type: none"> <li>• <b>Library Space reallocation</b> – small changes have been suggested by the Interim Manager to allow better usage and offer a more welcoming space.</li> <li>• <b>Incident Reporting</b> – Communication after a recent minor incident in the library was varied and complicated to process. The CEO is asking for an emailed factual report from the parties actually involved in incidents.</li> <li>• <b>Chamber of Commerce partnership exploration</b> – a discussion about similar objectives led to discussing a satellite office for the Chamber in the Library. Concerns about the relationship with the MHHBA and the Chamber were also discussed, with keeping an eye to opportunities for the two organizations.</li> </ul>	
<b>b</b>	<b>Secretary</b>	CEO
<b>c</b>	<p><b>Treasurer</b></p> <ul style="list-style-type: none"> <li>• The board received the Year-to-date report and the worksheet for the 2018 budget. Unknown challenges such as grant funding and legal costs were noted.</li> <li>• Board requested that the CEO book August Council meeting for Budget Delegation. Discussion regarding budget to resume at next meeting.</li> </ul>	CEO <b>Resolution #</b>  <b>M:</b> <b>S:</b>
<b>d</b>	<b>Committee – nothing at this time</b>	Board
<b>e</b>	<b>Trustee – tabled until next meeting</b>	Board
<b>f</b>	<b>Council – tabled until next meeting</b>	Municipal Rep.
<b>6</b>	<p><b>Strategic Plan</b></p> <ul style="list-style-type: none"> <li>• A draft of the new goals and action items has been submitted to the printers. As time permits the CEO will finish the past history and add photos.</li> <li>• Anne Coleman submitted hours and the library’s logo to the Baptiste Lake newsletter – as discussed in the planning sessions.</li> <li>• Permission from Mr. Bossio’s office will be requested, for the usage of the picture of MP’s visit, as printed promotion in local stores.</li> </ul>	Board & Staff
<b>7</b>	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• The Board discussed Child Safety in the Library, Youth Services and Code of Behaviour due to an incident earlier in the month. Further discussion about policies and signage tabled until next meeting.</li> </ul>	Board & Staff
<b>8</b>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• CEO Contract and Job Description to be discussed</li> <li>• Fall meeting dates: September 27, October 25, November 29 and December 13.</li> </ul>	Board & Staff
<b>9</b>	<b>Other Business</b>	Board & Staff
<b>10</b>	<b>Next Meeting Date: June 14, 2017</b>	Board & Staff
<b>11</b>	<b>Adjournment</b> – Christine Hass at 11:50 am.	