

Hastings Highlands Public Library Board
Meeting Minutes from Thursday, October 15th, 2020

Board Member Attendance		Board Member Attendance	
Anne Coleman - Chair	P	Colette Freeman - Director	P
Valerie Loney – Vice-Chair	P	Sherry Burke - Director	A
Vic Bodnar – Municipal Rep	A	Dorothy Gerrow - Director	P
Kristena Schutt – Moore - Director	P	Guest Attendance	
Rod Moffitt - CEO	P		
#	Description/Action Required		Responsibility
	Call to Order		Chair
1	Approval of Agenda <ul style="list-style-type: none"> That the Agenda be approved as presented. 		Board & Staff Resolution # 20-33 M: Valerie Loney S: Dorothy Gerrow All in Favour. Carried.
2	Declaration of Conflict of Interest – None		Board & Staff
3	Minutes <ul style="list-style-type: none"> That the Minutes from the Tuesday, September 22, 2020 Board meeting be accepted as presented. 		Board & Staff Resolution # 20-34 M: Dorothy Gerrow S: Colette Freeman All in Favour. Carried.
4	Business Arising from Minutes - None		Board & Staff
5	Reports		Board & Staff
a	CEO <ul style="list-style-type: none"> The October Cultural Report is on the website. Hard copies were also given to the Board members. Things are going well with the reopening. More patrons are coming in and appreciating access to the library again. Rod will be away October 19th – 23rd . 		CEO
b	Secretary – no correspondence		CEO
c	Treasurer <ul style="list-style-type: none"> Motion to accept the Reserve fund report. 		Board & Staff Resolution # 20-35 M: Dorothy Gerrow

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	<ul style="list-style-type: none"> • Motion to accept the Q2 Library financial report. • Board members were informed of a \$1,000.00 donation to Hastings Highlands Public Library Student Bursary Fund. 	<p>S: Anne Coleman All in Favour. Carried.</p> <p>Board & Staff Resolution # 20-36 M: Dorothy Gerrow S: Valerie Loney All in Favour. Carried.</p>
d	<p>Committee</p> <ul style="list-style-type: none"> • Valerie gave a report from the Health and Safety Committee. The minutes from the meeting were distributed and Anne will look into whether a motion to accept them needs to occur at the November board meeting or not. • Discussion of the Fundraising Committee will occur in January. 	Board
e	Trustee - None	Board
f	Council – Council has taken on a grant writing company. Rod will look into the possibility of the library being involved with this.	Municipal Rep.
6	<p>Strategic Plan</p> <ul style="list-style-type: none"> • Rod and staff placed an article in the Bancroft This Week during the week of September 28-October 2. The pictures that were sent were not put in the paper. • Rod called 30 regular patrons to inform them about the library reopening. 	Board & Staff
7	<p>Policies</p> <ul style="list-style-type: none"> • A motion to accept HHPL policy GOV-12 (Succession Planning) as amended. • A motion to accept HHPL policy HR-05 (Compensation) as amended. 	<p>Board & Staff Resolution # 20-37 M: Valerie Loney S: Colette Freeman All in Favour. Carried.</p> <p>Board & Staff Resolution # 20-38</p>

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	<ul style="list-style-type: none"> • Review HHPL policies HR-08 (Prevention of Workplace Violence) and HR-10 (Use of Technology). • Receive copies of the following policies to review for the Thursday, November 19, 2020 Board meeting: HR-11 (Definition of an Employee), HR-12 (Hours of Work and Overtime), and HR-13 (Statutory Pay). • Colette requested that the Board also look over the policy regarding children in the library for the November Board meeting. 	M: Valerie Loney S: Colette Freeman All in Favour. Carried.
8	New Business - None	
9	Other Business <ul style="list-style-type: none"> • Anne mentioned that the Board self-evaluation materials given out at the previous Board meeting were for self-reflection only. 	Board & Staff
10	Next Meeting Date: Thursday, November 19th, 2020 at 9:00 am in the Program Room	Board & Staff
11	Adjournment at 10:30 am	M: Anne Coleman