

**Hastings Highlands Public Library Board  
Meeting Agenda for Tuesday, September 22, 2020  
Library Program Room at 9:00 am**

(Public notice: Please email Rod Moffitt at [ceo@hastingshighlandslibrary.ca](mailto:ceo@hastingshighlandslibrary.ca) if you would like to attend this Board meeting.)

| # | For Discussion  | Responsibility   |
|---|---|------------------|
|   | Call to Order   | Chair/Vice-Chair |
| 1 | Approval of Agenda  | Board & Staff    |
| 2 | Declaration of Conflict of Interest   | Board & Staff    |
| 3 | Consent for minutes from Thursday, June 18 <sup>th</sup> , 2020 and Tuesday, August 4 <sup>th</sup> , 2020  | All              |
| 4 | Business Arising from Minutes   | Board & Staff    |
| 5 | Reports   | Board & Staff    |
| a | CEO <ul style="list-style-type: none"> <li>• September cultural report (on website)</li> </ul>  | Staff            |
| b | Secretary   | Staff            |
| c | Treasurer <ul style="list-style-type: none"> <li>• Q2 Library financial report</li> <li>• 2019 audit</li> </ul>   | Staff            |
| d | Committee <ul style="list-style-type: none"> <li>• Health and Safety Committee (Valerie)</li> </ul>   | Board            |
| e | Trustee   | Board            |
| f | Council   | Municipal Rep.   |
| 6 | Strategic Plan Update   | Board & Staff    |
| 7 | Policies <ul style="list-style-type: none"> <li>• A motion to accept policies HR-06 (Performance and Discipline) and HR-07 (Human Rights – Discrimination and Harassment) as amended.</li> <li>• Revisit HR-21 (Conflict Resolution)</li> </ul> | Board & Staff    |

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|           |  |                          |
|-----------|--|--------------------------|
|           | <ul style="list-style-type: none"> <li>• Review HHPL policies GOV-12 (Succession Planning) and HR-05 (Compensation).</li> <li>• Receive hard copies of GOV-13 (Delegation of Authority to the CEO), HR-01 (Human Resources Management), HR-02 (Staff Selection and Assignment), HR-03 (Terms and Conditions of Employment), HR-09 (Health and Safety), and OP-16 (Epidemic/Pandemic).</li> </ul> |                          |
| <b>8</b>  | <p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• Sterilization machine</li> <li>• Scenarios in the event of an outbreak</li> <li>• Readiness for reopening checklist</li> <li>• Board self-evaluation (Anne)</li> <li>• CEO evaluation</li> </ul>   | <b>Board &amp; Staff</b> |
| <b>9</b>  | <p><b>Other Business</b></p>   | <b>Board &amp; Staff</b> |
| <b>10</b> | <p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Thursday, October 15<sup>th</sup>, 2020 at 9:00 am</li> </ul>  | <b>Board &amp; Staff</b> |
| <b>11</b> | <p><b>Adjournment</b></p>  |                          |