

Hastings Highlands Public Library Board
Meeting Minutes from Thursday, November 19th, 2020

Board Member Attendance		Board Member Attendance	
Anne Coleman - Chair	P	Colette Freeman - Director	A
Valerie Loney – Vice-Chair	P	Sherry Burke - Director	A
Vic Bodnar – Municipal Rep	P	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 That the Agenda be approved as presented.		Board & Staff Resolution # 20-39 M: Dorothy Gerrow S: Valerie Loney All in Favour. Carried.
2	Declaration of Conflict of Interest - None		Board & Staff
3	Minutes That the Minutes from the Thursday, October 15 th Board meeting be accepted as presented.		Board & Staff Resolution # 20-40 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"> • Positive feedback from a patron of our blog was reported to the Board. • Music in the Library made a contribution of \$116.00 towards the HHPL Student Bursary. 		CEO
b	Secretary – no correspondence		CEO
c	Treasurer <ul style="list-style-type: none"> • A motion to accept the Q3 Library financial report 		Board & Staff Resolution # 20-41 M: Dorothy Gerrow S: Valerie Loney

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		All in Favour. Carried.
d	Committee <ul style="list-style-type: none"> The Health and Safety Committee met on Tuesday, November 17th. Valerie gave the Board a summary of the discussion that occurred at the meeting. 	Board
e	Trustee – No report.	Board
f	Council – The municipality will be decorating the building for Christmas.	Municipal Rep.
6	Strategic Plan <ul style="list-style-type: none"> Regarding Strategic Direction #2 (The Library CEO and Staff will ensure the community is aware of the services it offers.) Rod will inquire about the possibility of posting various photos of the Library facilities in use on the video screen in the front foyer of the HH Municipal Building as well as on a desk top screen. 	Board & Staff
7	Policies <ul style="list-style-type: none"> A motion to accept HHPL policies HR-08 (Prevention of Workplace Violence) and HR-10 (Use of Technology) as amended. The following policies were reviewed: HR-11 (Definition of an Employee), HR-12 (Hours of Work and Overtime), and HR-13 (Statutory Pay). It was decided to review policy OP-11 (Unattended Children) at the next Board meeting. Board members received copies of HHPL policies HR-14 (Vacation Pay) and HR-15 (Sick Leave) to review for the next Board meeting. 	Board & Staff Resolution # 20-42 M: Anne Coleman S: Valerie Loney All in Favour. Carried.
8	New Business <ul style="list-style-type: none"> The Library Board was notified on Tuesday, October 20th that one Board member was resigning from the Board. Rod will contact Clerk Suzanne Huschilt regarding starting the process to advertise the vacancy on the Board. Tanya Dickinson is asking that all Board members complete the required 4S Health and Safety training as soon as they are able. Rod will send the passwords out again to those who need to complete the training. Rod's wage grid will be discussed next Board meeting. Rod will discuss Christmas vacation hours for 2020 with the staff at the next staff meeting. The Board expects that there will be Christmas vacation hours in 2021. 	

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9	<p>Other Business Closed Session</p> <ul style="list-style-type: none"> • A motion was made that the Board Rises to Go into Closed Session at 10:45 am (THAT the board rises from the open session to go into Closed Session as permitted by the Libraries Act (Section 16.1 (4)(d) labour relations or employee negotiations) for the purpose of: <ul style="list-style-type: none"> - Confidential discussion regarding CUPE Negotiations • Board Rises and from Closed Session at 11:10 am <p>THAT the HHPL rises from the closed session and directs staff to carry out all actions as approved in the November 19th, 2020 Closed Session of the HHPL Board and report.</p>	<p>Board & Staff Resolution # 20-43 M: Dorothy Gerrow S: Vic Bodnar All in Favour. Carried.</p> <p>Board & Staff Resolution # 20-44 M: Vic Bodnar S: Kristena Schutt-Moore All in Favour. Carried.</p>
10	Next Meeting Date: TBD	Board & Staff
11	Adjournment at 11:15 am	M: Kristena Schutt-Moore