

Hastings Highlands Public Library Board
Meeting Minutes from Tuesday, September 22, 2020

Board Member Attendance		Board Member Attendance	
Anne Coleman - Chair	P	Colette Freeman - Director	P
Valerie Loney – Vice-Chair	P	Sherry Burke - Director	P
Vic Bodnar – Municipal Rep	P	Dorothy Gerrow - Director	P
Kristena Schutt – Moore - Director	A	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 # 20-26 M: Colette Freeman S: Valerie Loney All in Favour. Carried.
2	Declaration of Conflict of Interest - None		Board & Staff
3	Minutes That the Minutes from the Thursday, June 18 th , 2020 Board meeting be accepted as presented. That the Minutes from the Tuesday, August 4 th , 2020 Board meeting be accepted as presented.		Board & Staff Resolution # 20-27 M: Dorothy Gerrow S: Valerie Loney All in Favour. Carried. Board & Staff Resolution # 20-28 M: Dorothy Gerrow S: Sherry Burke All in Favour. Carried.
4	Business Arising from Minutes - None		Board & Staff
5	Reports		Board & Staff
a	CEO <ul style="list-style-type: none"> • September cultural report (on website) 		CEO
b	Secretary - None		CEO

Hastings Highlands Public Library Board
Meeting Minutes from Tuesday, September 22, 2020

c	Treasurer <ul style="list-style-type: none">The Q2 Library financial report was not accepted as presented. The Board has requested that information about the reserve funds be either included in the Q2 Library financial report or on a separate paper. The updated Q2 Library financial report will be presented at the next Board meeting in October.That the 2019 HHPL audit be accepted as presented.	Board & Staff Board & Staff Resolution # 20-29 M: Sherry Burke S: Anne Coleman All in Favour. Carried.
d	Committee <ul style="list-style-type: none">Valerie Loney reported on the first Library Health and Safety meeting that was held on Tuesday, September 15th, 2020. She went through the minutes from the meeting. Rod will send out the minutes of the Health and Safety meeting to all Board members.	Board
e	Trustee <ul style="list-style-type: none">Anne forwarded an email to Board members about training opportunities.	Board
f	Council <ul style="list-style-type: none">The Municipality is having its 'soft' opening starting on Monday, September 28th.	Municipal Rep.
6	Strategic Plan <ul style="list-style-type: none">We will promote the reopening of the library through the social media and the newspaper. Staff will take some photos of recent changes to the library which can be sent to the newspaper. Rod will write an article and have it sent to the newspaper.	Board & Staff
7	Policies <ul style="list-style-type: none">A motion to accept policy HR-06 (Performance and Discipline) as amended.	Board & Staff Resolution # 20-30 M: Sherry Burke S: Colette Freeman

Hastings Highlands Public Library Board
Meeting Minutes from Tuesday, September 22, 2020

	<ul style="list-style-type: none"> • A motion to accept policy HR-07 (Human Rights – Discrimination and Harassment) as amended. • A motion to accept policy HR-21 (Conflict Resolution) as amended. • HHPL policies GOV-12 (Succession Planning) and HR-05 (Compensation) were reviewed. They will be presented at the October 15th Board meeting for approval. • Board members received 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). 	<p>All in Favour. Carried.</p> <p>Board & Staff Resolution # 20-31 M: Valerie Loney S: Anne Coleman</p> <p>Board & Staff Resolution # 20-32 M: Valerie Loney S: Colette Freeman</p>
8	<p>New Business</p> <ul style="list-style-type: none"> • It was decided not to pursue the sterilization machine • The Scenarios in the event of an outbreak were reviewed as a guideline for staff. Rod sent the scenarios to staff. • Tiffany and Nancy joined the Board meeting to discuss the Readiness for reopening checklist. • Anne spoke to the Board about conducting a Board self-evaluation in the future. • CEO evaluation will occur on October 15th after the Board meeting. 	

Hastings Highlands Public Library Board
Meeting Minutes from Tuesday, September 22, 2020

9	Other Business <ul style="list-style-type: none">• Anne mentioned there is a donation of Mental Health books available. Rod will send out the donation policy to the Board members to see if these books comply with the policy. Rod mentioned that we are currently not accepting donations of materials due to the situation with Covid-19.• Dorothy talked about the possibility of having virtual fundraisers to make up for loss of income from other fundraisers that have not been happening. A committee will be formed to look into developing a photo contest fundraiser in the new year.	Board & Staff
10	Next Meeting Date: Thursday, October 15th, 2020 at 9:00 am in the Program Room	Board & Staff
11	Adjournment at 10:50 am	M: Anne Coleman