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| **#** | **For Discussion** | **Responsibility** |
|  | **Call to Order** | **Chair/Vice-Chair** |
| **1** | **Approval of Agenda** | **Board & Staff** |
| **2** | **Declaration of Conflict of Interest** | **Board & Staff** |
| **3** | **Minutes from Wednesday, November 27th, 2019** | **All** |
| **4** | **Business Arising from Minutes**   * **Consent for Wednesday, November 27th minutes** | **Board & Staff** |
| **5** | **Reports** | **Board & Staff** |
| **a** | **CEO**   * **December Calendar of Events (on website)** * **December Cultural Report (on website)** * **OLA conference Tues. Jan. 28th to Fri. Jan. 31st, 2020** * **Robbie Burns fundraiser – Sat. Jan. 25th at 5:30 pm at Memories** * **Change of Library hours Sat. Dec. 14th – 3:00 – 7:00 pm** | **Staff** |
| **b** | **Secretary – Thank you cards to sign** | **Staff** |
| **c** | **Treasurer**   * **2020 budget draft** | **Staff** |
| **d** | **Committee** | **Board** |
| **e** | **Trustee** | **Board** |
| **f** | **Council** | **Municipal Rep.** |
| **6** | **Strategic Plan Update**   * **Implementation plan** | **Board & Staff** |
| **7** | **Policies**   * **A motion to accept HHPL Policies GOV-04 (Committees of the Board), GOV-05 (Policy Development) and GOV-06 (Planning).** * **Review of HHPL Policies GOV-07 (Finances), GOV-08 (Board Advocacy), and GOV-09 (Evaluation of the CEO) for the Thursday, December 12th Board meeting.** * **Receive copies of HHPL Policies GOV-10 (Board Training), GOV-11 (Board Evaluation), and GOV-12 (Succession Planning) to be reviewed for the next Board meeting in January.** * **Review of Quick Accession Form for heritage items** * **Updating of policies HR-08 and HR-09 regarding working alone in the library.** | **Board & Staff** |
| **8** | **New Business**   * **Establishment of dates for the first six Board meetings of 2020.** | **Board & Staff** |
| **9** | **Other Business**   * **Murder mystery follow-up (Anne)** | **Board & Staff** |
| **10** | **Next Meeting** | **Board & Staff** |
| **11** | **Adjournment** |  |