

Hastings Highlands Public Library  
December 21, 2016 Trustee Meeting Minutes  
9:30 am in the Program Room

Attendance:

Vivian Bloom, Municipal Representative	YES	Anne Coleman, Director	Phone
Chris Hass, Director	YES	Kathy Irwin, Chair	YES
Marjory McPherson, Vice Chair	YES	Kristena Schutt, Director	YES

Staff: Kimberly McMunn, CEO/Chief Librarian, Secretary/Treasurer, CRO

**Welcomed by CEO**

1) Call to order by Kathy Irwin

2) Declaration of Conflict of Interest-none

3) Approval of Agenda

**Resolution #16-25**

Moved by: Christine Hass

Seconded by: Vivian Bloom

That the agenda be accepted be accepted as presented. All in favour. Carried.

4) Minutes

**Resolution #16-26**

Moved by: Marjory McPherson

Seconded by: Vivian Bloom

That the minutes of October 12, 2016 be accepted. All in favour. Carried.

**Resolution #16-27**

Moved by Vivian Bloom

Seconded by Marjory McPherson

That the minutes of October 30, 2016 be accepted. All in Favour. Carried.

5) Business arising from the minutes dated October 30, 2016.

- We still need to send thank you cards and submit a picture to the paper for the murder mystery.
- The CEO reported that after speaking to the CAO and Treasurer, there are concerns about EORN contract terms and they are hesitant to move forward with this venue. The board felt that more investigation into the project was necessary and they were going to ask the person who brought it to the Trustee Round Table.
- The CEO was directed to purchase an OLBA membership and use funds from the fund-raiser to pay for it.
- A rough draft of the proposed kiosk has been done by Cathy Bujas.

## 6) Reports

CEO – The trip to Toronto for Union discussions was cancelled. To date, it has been agreed that the library has 3 employees. The casuals and the custodian have been eliminated from the vote.

Correspondence:

- We received a note from the Ministry stating that they would reimburse the library for the CEO's travel and accommodations (within certain parameters) for being shortlisted for the Ministry Awards
- Councilor Walder sent an e-mail regarding the concerns he had about the library's website needing updating. A response pertaining to lack of funding to sustain our technology was sent by the CEO; and the Board Chair sent a separate response - welcoming his concerns being directed to the board.

Treasurers Report

- The Board received a worksheet showing figures to-date and a projected budget for 2017. The CEO expressed concern that without a reduction of hours, the library would once again be over budget for wages, as is has in the last two years. Contracts with reduced hours were offered to staff in the fall. Since the majority of the employees have agreed to these hours, the CEO suggested that reduced hours be started in January of 2017. The distribution of the hours over the work week, have also been agreed to by the majority of the employees as acceptable.
- The Municipality has offered to assist with connectivity funding to cover any shortfalls from reduced grants.
- The CEO expressed that technology has become a huge part of the library's infrastructure and budgetary expense, but the Province has not increased the Annual Grant in over 20 years. The board has decided to write a letter to the MPP, Southern Ontario Library Service, Federation of Public Libraries and the Ministry of Tourism, Culture and Sport regarding the lack of sustainable funding (not temporary grants) for this essential library service. It was suggested that the letter be sent to other Municipalities so that they could also support the initiative.

Council – dates were supplied for 2017 Council meetings

Committee – nothing at this time

Trustee – nothing at this time

7) Strategic Plan – tabled until next meeting

8) Policies – table until next meeting

9) New Business:

- The Annual Report was briefly discussed with an invitation for the Board to send thoughts in the next couple of weeks
- The Board set the following dates for 2017: January 25, February 15, March 15, April 26, May 24 and June 21. Fall dates will be set in May or June.

10) Other Business – nothing at this time

11) Closed Session

Resolution #16-28

Moved by Marjory McPherson

Seconded by Christine Hass

That the board would move into closed session to discuss concerns of an identifiable individual

Resolution #16-29

Moved by Marjory McPherson

Seconded by Christine Hass

That the board will move out of Closed Session.

The Board will be sending a letter to the identifiable individual, requesting follow-up information from the correspondence that the individual previously sent, to the board.

12) Meeting Adjourned at 11:35 am by Christine Hass