

Hastings Highlands Public Library  
March 15, 2017 Meeting Minutes  
9:30 am in the Program Room

Attendance:

Vivian Bloom, Municipal Representative	YES	Anne Coleman, Director	YES
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

**Welcome by Board Chair**

1) Call to order by Kathy Irwin

2) Declaration of Conflict of Interest-none

3) Approval of Agenda

**Resolution #03-17**

Moved by: Vivian Bloom

Seconded by: Chris Hass

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

4) Minutes

**Resolution #04-17**

Moved by: Anne Coleman

Seconded by: Marjory McPherson

That the minutes of December 21, 2016 be accepted with minutes arising date removed as it covered minutes from two meetings. All in favour. Carried.

5) Business arising from minutes January 25, 2017.

- The CEO is to follow up with Loyalist College and Municipal staff regarding kiosk
- The board needs to update their accessibility training asap
- Trustee Report submitted to Trustees by e-mail will be added to next meeting for comment
- EORN information is still outstanding and the Board Chair will follow up with people from their Trustee meeting
- The board is still expressing concerns about economic development and what role the library can be of assistance
- The CEO shared that she has had requests for an approved budget and asked that the board set it as a priority. The Board set a short, emergent meeting for March 23, 2017 to discuss budget and timely issues.

6) Reports – tabled until next meeting to allow more time for Strategic Planning with Peggy Malcolm from SOLS

7) Strategic Plan – Library Staff and Trustees attended the working session. Carlow/Mayo's new Library CEO joined the session part way through. Peggy Malcolm provided an overview of the steps in planning.

She then worked with the board through a planning exercise called WAVE. The group talked about the current concerns, future challenges, things that were going well and topics that were missing in library service. Peggy took the notes from the board and will summarize them to assist with developing the library's strategic plan.

8) Policies – A draft Inclement Weather Policy was presented to the board. Peggy Malcom offered to take it and add more information to make the text-heavy layout easier to comprehend.

9) New Business:

- Mr. Mitchell sent his regrets due to weather. He did request an answer to having coffee for individual access in the library. Marjorie McPherson offered to bring a Keurig machine and staff offered the Keurig in the staff area. Usage will be monitored.
- Mr. Mitchell also left a poster asking to have it posted. The Board reviewed it and found it did not meet policy terms. Board Chair Kate will send Mr. Mitchell an e-mail letting him know the board decided not to allow the posting.

10) Other Business

- Peggy Malcolm mentioned that the Policies only need to come in front of the board once per term, with the exception of those that have been marked for review annually or policies that require review due to emergent circumstances. The CEO will revise the Policy Table of Contents with new dates and redistribute to the board.
- A discussion was held about the value of marketing and it was suggested that the library find the finances to put a large advertisement in the MHHBA business directory. The Lake Association newsletter is also an opportunity for the library to remind the ratepayers of the library's services. Now that the library has adopted a logo, the board would like to find ways of marketing the library, (inexpensively), as expansively as possible.

11) Meeting Adjourned at 2:00 pm by Kristena Schutt