

Hastings Highlands Public Library  
 November 30, 2016 Trustee 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	NO

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

CEO Requested the addition of a Closed Session to discuss correspondence from an identifiable individual and the CEO's draft contract.

**Resolution #16-19**

Moved by: Chris Hass

Seconded by: Anne Coleman

That the changes to agenda be accepted. All in favour. Carried

4) Closed Session

**Resolution #16-20**

Moved by: Anne Coleman

Seconded by: Chris Hass

That the Library Board meeting move into Closed Session

**Resolution #16-21**

Moved by Chris Hass

Seconded by Anne Coleman

That the Library Board meeting move into Open Session

The correspondence was received and discussed by the Board. A question about staff hours was answered by taking the average of 5 months prior to the recent staff parental leave and comparing it to the 4 weeks since the staff member returned. The results for our 34-hour work week were Employee A – 29 hours in 2015 and 25 hours in 2016, Employee B – 26.6 hours in 2015 and 25.5 hours in 2016 and Employee C – 13.9 hours in 2015 and 14 hours in 2016. It was determined earlier this fall when contracts were being offered, that at current wages, that 20 hours and 20 hours and 12 hours were sustainable with a small contingency for special events. A two-week trial, at the sustainable hours, was proposed by the CEO. A patron count will assist with evaluating the trial.

The Board will take the information supplied by the CEO and complete the CEO contract and job description.

5) Minutes of Meetings dated October 12, 2016

**Minutes require approval at the next board meeting.**

6) Business arising from the minutes dated October 12, 2016.

- Murder Mystery Dinner Theatre, November 25<sup>th</sup> - a very successful fund-raiser. The Silent Auction raised \$1081.00 which will be deposited into the 2016 budget. 124 tickets were sold at \$25 each, with 122 turned in. Once expenses of \$1520 were paid, the library raised \$1580 which will be deposited into the 2017 budget. There were some suggestions for improving the process, such as earlier marketing and broader auction requests, should the library be able to do this again. Anne Coleman offered to do the Thank You cards.
- The North Hastings Quilt Club donated \$??? To the library from the proceeds of their Quilt Show.
- Trivia Night was cancelled due to numerous last minute cancellations. This is the second trivia event cancelled this year. The CEO recommended waiting a while before attempting to host another.
- The regional meeting for Boards and CEO's met at Carlow/Mayo Public Library. The trial daytime meeting brought more out from one library, but another library group was unable to attend. The next meeting will be a breakfast meeting in Bancroft. Discussions included OSMOS – a new application added to I-Pads for Learning, resource sharing, and strategic planning.
- Sick Leave Policy

**Resolution #16-22**

Moved by: Vivian Bloom

Seconded by: Marjory McPherson

That the Sick Leave Policy will be accepted as presented.

7) Reports

- CEO: A copy of the Cultural Report was submitted. The Christmas Gathering was cancelled due to lack of available participation.
- Treasurers Report: The CEO 's Visa card had been compromised. No outstanding purchases were made. The card was cancelled and a new one was issued. A discussion was held about the budget for 2017. Concern was expressed about wages which is our largest expenditure. Papers have been signed for our third and final capacity grant, however funds are not expected until after the PLOG funds have been distributed.
- Trustee Report: Board Chair Kathy Irwin and Trustee Anne Coleman attended the Trustee Meeting. They found the meeting to be very informative and brought back information on:
  - 1) a possible connectivity alternative through EORN. The CEO was asked to speak to the Municipality of moving towards the EORN project to assist with sustainability with the library's Internet connectivity funding. Current Internet connectivity funding is being reduced and/or suspended across Ontario libraries.
  - 2) movement towards a new Culture and Tourism strategy.
  - 3) under Performance Measures, there is a study on how to reflect "qualitative" measurement in reporting.
  - 4) Chair Kathy Irwin mentioned that the Leadership by Design Course on Learn HQ has some valuable information and she encourages the board to have a look. You can contact

**gwegman@sols.org** for your password. The Board will look at having professional development as part of their future board meetings

5) a recommendation was made to join the Ontario Library Board Association.

**Resolution #16-23**

Moved by: Marjory McPherson

Seconded by: Vivian Bloom

That the Library Board will join the OLBA through personal contribution so that the budget is not effected at this time.

- Council Report: Mr. Alex Walder will be completing Councillor Mike Leveque's (recently deceased) term of Council
- Correspondence: a request for personal information from an identifiable individual was discussed earlier in closed session.

8) Strategic Plan - tabled

9) Policies

**Resolution #16-24**

Moved by: Marjory McPherson

Seconded by: Anne Coleman

That updates to OP-02 Safety, Security and Emergency, HR-07 Human Rights – Discrimination and Harassment, HR-08 Prevention of Violence and HR-09 Health & Safety were accepted as presented.

The Code of Ethics was tabled for further discussion.

10) New Business

- A brief discussion was held about safety in the library. Suggestions of a panic button or phone signal from one side of the building to the other were mentioned. The CEO will take the topic to the municipal staff meetings for more consideration.

10) Other business – reminder that an article in the paper about the murder mystery has not been submitted.

11) Adjournment

Next Meeting is December 21<sup>th</sup>, 2016 at 9:30 am Meeting adjourned at 12:15 pm by Marjory McPherson