

Hastings Highlands Public Library
 October 12, 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	YES

Staff: Kimberly McMunn, CEO/Chief Librarian, Secretary/Treasurer, CRO & Miranda Mitchell,
 Information Services Librarian

Welcomed by CEO

1) Call to order by Kathy Irwin

2) Declaration of Conflict of Interest-none

3) Approval of Agenda

Resolution #16-17

Moved by: Chris Hass

Seconded by: Marjory McPherson

That the agenda be accepted. All in favour. Carried

4) Minutes of Meetings dated October 12, 2016

Resolution #16-18

Moved by: Anne Coleman

Seconded by: Marjory McPherson

That the minutes of Wednesday, September 14, 2016 will be accepted. All in favour. Carried

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

- Murder Mystery Dinner Theatre November 25th discussion – library staff will do tickets and posters - board members will assist with distribution. Staff will assist with Silent Auction. Many of the board offered to donate items to the auction. ANAF will do the meal and desserts will be donated by library board and staff.
- Anne Coleman has registered HHPL with freelibraries.org
- The CEO is having a difficult time getting information on the building and installation of a Kiosk. Research is still in progress.
- Members of the Library Board will be attending the Trustee meeting on the 19th of November.
- The Municipality recognizes that Internet Connectivity is an important feature of the library and are assisting with solutions for funding if all current subsidies are cancelled.

6) Reports

- CEO:
- Treasurers Report: The CEO gave an overview of the budget to-date. A discussion was held about line items that are over the proposed budget. Some funds have not been received and some need to be re-allocated. In the New Year, staff will be starting the administration of the DVD pool for the Southern Ontario Library Service (SOLS). Staff decided to take on the extra

service to earn extra income in next year's budget. The CEO is concerned that the library's expenses are surpassing potential income.

- Trustee Report: Board Chair Kathy Irwin will be attending the SOLS Trustee meeting on the 19th of November and has invited other members to join her. She will also be presenting to Council on November 2nd to raise awareness of the library's activities and challenges.
- Council Report: Nothing to add at this time
- Correspondence: CEO received an email from a patron who had a pleasurable experience at the Library.

7) Strategic Plan

The Library CEO will set up a meeting with Peggy Malcom (Southern Ontario Library Services representative) for early spring to discuss policies before moving forward with a Strategic Plan.

8) Policies

- The Sick Leave Policy was revisited and the sources of information used to build the policy were shared.
- Updated Policies regarding Accessibility will be sent to the board for review and approval at next meeting.
- The Board Code of Ethics will be redistributed for review

9) New Business

- Union interest in library staff
- Discussion on how benefits may affect next year's library budget
- List of fund-raising activities that do not require a licence to be sent to the board

10) Other business

Important dates: Business Unlimited – Oct. 18, Halloween Party – Oct. 27, Trivia Night – Oct. 28, Regional Board/CEO Networking meeting – Nov. 18, Dinner Theatre – Nov. 25

11) Adjournment:

Next Meeting is November 30th, 2016 at 9:30 am Meeting adjourned at 11:57 am by Chris Hass