

Hastings Highlands Public Library Board
 September 27, 2017 Meeting Minutes
 Meeting held in Program room at 9:30 am

Board Member Attendance		Board Member Attendance	
Kathy Irwin - Chair	X	Christine Hass - Director	R
Marjory McPherson - Vice Chair	X	Anne Coleman - Director	X
Vivian Bloom – Municipal Representative	X	Kristina Schutt-Moore - Director	R
Staff Attendance		Guest Attendance	
Kimberly McMunn – CEO, CRO Secretary/Treasurer,	X	Barbara Lindenberg, 3 members of the community	X

#	Description/Action Required	Responsibility
	Call to Order	Chair/Vice Chair
1	Approval of Agenda Resolution: THAT the Agenda be approved as presented.	Board & Staff Resolution # 17-20 M: Marjory McPherson S: Vivian Bloom All in Favour. Carried.
2	Declaration of Conflict of Interest No conflicts declared.	ALL & Staff
3	Minutes Resolution: THAT the Minutes be accepted as presented.	Board & Staff Resolution # 17-21 M: Vivian Bloom S: Anne Coleman All in Favour. Carried.
4	Business Arising from Minutes Marjory McPherson informed the Board that to move to our own charitable status would require us to have more control over our bookkeeping, which would be a considerable expense for the library to take on. To remain under the Municipality’s “umbrella” for charitable status, would not change the operations of our bookkeeping and no costs would be incurred. It seemed financially more viable to remain doing business as we have been in the past. Resolution: THAT the Board accept Marjory McPherson’s decision to withdraw the Charitable Status application and remain working under the Municipality’s process.	Board & Staff Resolution # 17-22 M: Marjory McPherson S: Anne Coleman All in Favour. Carried.
5	Reports	Board & Staff

Hastings Highlands Public Library Board
September 27, 2017 Meeting Minutes
Meeting held in Program room at 9:30 am

a	<p>CEO</p> <ul style="list-style-type: none"> The CEO submitted the summer Cultural Reports, the CFDC Conference Summary, and the Summer 2017 Overview Report to the Board. A Job Description and Contract Development review committee was formed and will meet October 4th to discuss developing the CEO's Job description and contract. Anne Coleman, Marjory McPherson and Christine Hass were suggested as committee members. Christine is to be contacted for participation confirmation. 	CEO
b	<p>Secretary</p> <p>Board Chair Kathy Irwin requested that the Board's financial overview be posted online.</p>	CEO
c	<p>Treasurer</p> <p>From a financial perspective, there are still concerns about how staff Health Care Benefits will impact the library's budget.</p>	CEO Resolution # M: S:
d	<p>Committee</p> <p>Budget Presentation is in process and there is nothing new to report.</p>	Board
e	<p>Trustee</p> <p>The Next Trustee Council Meeting is Saturday, November 4th, 2017.</p>	Board
f	<p>Council</p> <p>No new reports at this time.</p>	Municipal Rep.
6	<p>Strategic Plan</p> <ul style="list-style-type: none"> A couple errors were noted in the Strategic Plan. They will be corrected for next printing. (Marjory McPherson's name was spelled incorrectly and she was listed as PAST Chair not VICE Chair.) Board has requested Strategic Plan to be summarized in 8x10 poster for public viewing. Board has requested a monthly review of the Strategic Plan to ensure that progress is captured. 	Board & Staff
7	<p>Policies</p> <p>Resolution: THAT Fund-raising Policies FR-01 General Gift Acceptance, FR-02 Administration and FR-03 Partnership and Sponsorship be accepted as presented.</p>	Board & Staff Resolution # 17- 23 M: Anne Coleman S: Marjory McPherson All in Favour. Carried.
8	<p>New Business</p> <ul style="list-style-type: none"> CEO was directed to look into cost of having Mission and Vision Statements posted on the wall. Baptiste Lake Association has made a formal request about archiving materials. Board is to discuss making a formal policy on 	Board & Staff

Hastings Highlands Public Library Board
 September 27, 2017 Meeting Minutes
 Meeting held in Program room at 9:30 am

	Historical Archival in the library.	
9	Other Business The CEO was requested to contact ANAF regarding hall rental for possible fund-raising murder-mystery dinner on December 1, 2017.	Board & Staff
10	Next meeting date is Wednesday, October 25, 2017.	
11	Move to Closed Meeting Library CEO was asked to leave the meeting. Resolution: THAT the Board move to a Closed Meeting to discuss Personnel matters.	Board Resolution # 17- 24 M: Kathy Irwin S: Anne Coleman All in Favour. Carried.
12	Move to Open Meeting Resolution: THAT the Board move back into Open Session. The Library Board of Trustees determined a response to staff e-mail.	Board Resolution # 17- 25 M: Anne Coleman S: Kathy Irwin All in Favour. Carried.
	Adjournment by Marjory McPherson at 12:30 pm	