

Hastings Highlands Public Library
 September 12, 2016 Trustee Meeting Minutes
 9:30 am in the Program Room

Attendance:

Vivian Bloom, Municipal Representative	Yes	Anne Colman, Director	Yes
Chris Hass, Director	No	Kathy Irwin, Chair	Yes
Marjory McPhearson, Vice Chair	Yes	Kristena Schutt, Director	No

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

Welcome by CEO

1) Call to order by Kathy Irwin.

2) Declaration of Conflict of Interest- none

3) Approval of Agenda

Resolution #16-12

Moved by: Anne Coleman

Seconded by: Vivian Bloom

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

4) Minutes of Meeting

Resolution #16-13

Moved by: Vivian Bloom

Seconded by: Marjory McPherson

That the minutes of Wednesday June 29, 2016 be accepted, with correction to previous meeting minute's date. All in favour. Carried.

5) Business arising from meeting minutes dates June 29, 2016.

- Looking at first week of May 2017 or late November 2016 for Murder Mystery Dinner
- Anne brought the completed FREE LIBRARY to the meeting for viewing. She is going to register it with FreeLibrary.org
- Over the summer Marjory McPherson and friends raised \$455 and \$230 through square dancing and \$232 through yard sales. This money will be dedicated to the Centre Kiosk.

6) Reports:

- Treasures report- Tabled until October.
- Trustee- SOLS Trustee meeting is Saturday, November 19 in the Kingston/Napanee area. Marjory would like a quarterly report to go to Council from the board directly.
- Council- Vivian has been advocating on behalf of the need for Internet funding that was recently cut.
- Correspondence- Cuts to Connectivity Funding provided through SOLS. Third round of technology funding is still pending.
- CEO- reminded Board to bring in their jump drives for updating

7) New Business:

- Policy

The board approved HR policies and the currently existing HHPL policies that coincide with them will be amended to reflect the new terms.

Resolution #16-14

Moved by: Marjory McPherson

Seconded by: Anne Coleman

That the Human Resource Policies HR11 2016 through HR19 2016 be approved with the exception of HR15 2016 Sick Leave which will come back for further discussion at next meeting. Older Library HR policies will be amended to reflect the 2016 changes.

8) Other Business:

- Written Job Descriptions and new job titles were developed for Jessica and Miranda's roles and the Assistant Librarian job description was updated to reflect current duties.

9) Closed Session

Resolution #16-15

Moved by: Chris Hass

Seconded by: Vivian Bloom

That the Library Board of Trustees move into Closed Session to discuss an identifiable individual, at 11:25am. All in Favour. Carried

Resolution #16-16

Moved by: Anne Coleman

Seconded by: Marjory McPherson

That the Library Board of Trustees move back into open session at 1:25pm

Business of Closed Session:

- Trespass Order discussing an identifiable community member was discussed
- Contracts for identifiable staff were discussed

9) Next meeting is scheduled for Wednesday, October 12, 2016 @ 9:30 am.

Adjournment- Motion to adjourn – Marjory McPherson at 1:30 pm