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| **Board Member Attendance** |  | **Board Member Attendance** |  |
| Anne Coleman - Chair | P | Colette Freeman - Director | P |
| Valerie Loney – Vice-Chair | P | Sherry Burke - Director | P |
| Vic Bodnar – Municipal Rep | A |  |  |
| Kristena Schutt – Moore - Director | A | **Guest Attendance** |  |
| Rod Moffitt - CEO | P |  |  |
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| **#** | **Description/Action Required** | **Responsibility** |
|  | **Call to Order** | **Chair** |
| **1** | **Approval of Agenda**  That the Agenda be approved as presented. | **Board & Staff**  **Resolution #**  **20-8**  **M: Valerie Loney**  **S: Sherry Burke**  **All in Favour. Carried.** |
| **2** | **Declaration of Conflict of Interest - None** | **Board & Staff** |
| **3** | **Minutes**  That the Minutes from the January 23rd, 2020 Board meeting be accepted as presented. | **Board & Staff**  **Resolution # 20-9**  **M: Valerie Loney**  **S: Sherry Burke**  **All in Favour. Carried.** |
| **4** | **Business Arising from Minutes**   * **Colette will continue to look further into possible safety devices that library staff can use when working alone.** | **Board & Staff** |
| **5** | **Reports** | **Board & Staff** |
| **a** | **CEO**   * **February Calendar of Events (on website)** * **February Cultural Report (on website)** | **CEO** |
| **b** | **Secretary – No correspondence** | **CEO** |
| **c** | **Treasurer**   * **The 2019 fourth quarter report will be up for approval at the next Board meeting April 2nd.** * **The draft library 2020 budget will be presented at the March 4th council meeting as part of the Hastings Highlands budget approval process.** |  |
| **d** | **Committee** | **Board** |
| **e** | **Trustee**   * **Anne will be attending the next trustee meeting on April 25th  from 10:00 am to 1:00 pm in Tweed.** | **Board** |
| **f** | **Council** | **Municipal Rep.** |
| **6** | **Strategic Plan**   * **Update in April meeting** | **Board & Staff** |
| **7** | **Policies**   * **A motion to accept HHPL Policy GOV-10 (Board Training) and GOV-11 (Board Evaluation) as revised.** * **Policies GOV-13 (Delegation of Authority to the CEO), HR-01 (Human Resources Management) and HR-02 (Staff selection and assignment) were reviewed.** * **Board members received HHPL policies HR-03 (Terms and Conditions of Employment) and HR-05 (Compensation) to be reviewed for the April 2nd Board meeting. We will also be looking at GOV-12 (Succession Planning).** | **Board & Staff**  **Resolution #**  **20-10**  **M: Valerie Loney**  **S: Colette Freeman**  **All in Favour. Carried.** |
| **8** | **New Business**   * **A motion that the HHPL Board requests that interviews be held for all library board member applicants in order to thoroughly assess the suitability of the candidate for the position.** * **The Board has decided to report on our Library events separately in the newspaper.** | **Board & Staff**  **Resolution #**  **20-11**  **M: Colette Freeman**  **S: Sherry Burke**  **All in Favour. Carried.** |
| **9** | **Other Business**   * **HHPL Survey results were discussed. We plan to put the survey out again in the summer to get input from seasonal residents. Colette will create a survey for students to get input from them.** * **The Board was informed of the Webinar on the Public Libraries Act that will be occurring on Monday, March 9th from 10:30 am to 12:00 pm.** * **The Board will continue to discuss succession planning at a future meeting** * **Valerie mentioned an idea about providing lunchtime read- alouds for adults at the library.** | **Board & Staff** |
| **10** | **Next Meeting Date: Thursday, April 2, 2020 at 9:00 am in the Program Room** | **Board & Staff** |
| **11** | **Adjournment at 2:50 pm** | M: Anne Coleman |
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