|  |  |  |  |
| --- | --- | --- | --- |
| **Board Member Attendance** |  | **Board Member Attendance** |  |
| Anne Coleman - Chair | P | Colette Freeman - Director | P |
| Vic Bodnar – Municipal Rep. | P | Sherry Burke - Director | P |
| Valerie Loney – Vice-Chair | P | Miranda Mitchell - Director | P |
| Kristena Schutt – Moore - Director | P | **Guest Attendance** |  |
| Rod Moffitt - CEO | P | Jenny Katz |  |
|  |  | Taylor Grosklag |  |

|  |  |  |
| --- | --- | --- |
| **#** | **Description/Action Required** | **Responsibility** |
|  | **Call to Order*** Election of Board Chair – Anne Coleman was nominated to take the position of Board Chair. A motion was made to accept Anne Coleman to the position of Board Chair.
* Election of Board Vice-Chair – Valerie Loney was nominated to take the position of Board Vice-Chair. A motion was made to accept Valerie Loney to the position of Board Chair.
 | **CEO****Board & Staff****Resolution #****19- 01** **M: Valerie Loney****S: Colette Freeman****All in Favour. Carried.****Board & Staff****Resolution #****19- 02** **M: Kristena Schutt-Moore****S: Miranda Mitchell****All in Favour. Carried.** |
| **1** | **Approval of Agenda**A motion was made that the Agenda be approved as presented. | **Board & Staff****Resolution #****19- 03** **M: Sherry Burke****S: Vic Bodnar****All in Favour. Carried.** |
| **2** | **Declaration of Conflict of Interest -** None | **Board & Staff** |
| **3** | **Minutes**That the Minutes from the November 15th, 2018 Board meeting be accepted as presented. | **Board & Staff****Resolution # 19- 04****M: Kristena Schutt-Moore****S: Valerie Loney****All in Favour. Carried.** |
| **4** | **Business Arising from Minutes*** A question was asked about the funds raised at the Murder Mystery fundraiser. Rod gave an update that $3656.00 was raised after expenses. Some of the funds have already been used to purchase a new computer, scanner and metal cart for the implementation of the new Heritage digitization program. Funds will also be put toward the start of a HHPL Youth Bursary Fund**.**
 | **Board & Staff** |
| **5** | **Reports** | **Board & Staff** |
| **a** | **CEO** * Rod gave the Library Board members a tour of the Library and talked about ten things new Library Board members need to know as they start their term of service.
* A HHPL Contact List was given to Board Members with contact information for Board Members and Library staff.
* The January Calendar of events and Cultural Report were given out. Both are available on the Library Website.
* The OPLA Teen Services Statistical Report was made available to anyone who was interested.
* The Robert Burns Celebration is happening on Friday, January 25th from 1:00-2:30 pm. Music is provided by the ‘Music in the Library’ group with special soloist, Mary Burbidge and MC Bob Hill. There will also be a taste of haggis and cock-a-leekie soup.

 | **CEO** |
| **b** | **Secretary** | **CEO** |
| **c** | **Treasurer*** The 2018 last quarter financial report is not available yet.
* The 2019 Draft Budget and rationale was provided. Board members will be looking it over before the next Board meeting.
 |  |
| **d** | **Committee** | **Board** |
| **e** | **Trustee*** Anne will be attending the next Trustee meeting and will report on it afterwards.
 | **Board** |
| **f** | **Council** | **Municipal Rep.** |
| **6** | **Strategic Plan** * Board members were provided with a draft Strategic Plan Update (2017-2020). They will be looking it over in preparation for the next Board meeting.
* Board members were provided with a draft copy of the new HHPL Digital Heritage Strategy 2017-2020 created by our new Heritage Librarian, Tiffany Dalley. They will be reviewing it in preparation for the next Board meeting.
 | **Board & Staff** |
| **7** | **Policies** * The Library Board will be doing a systematic review of all the HHPL policies. Board members are going to be reviewing the following policies for the next Board meeting: BL-01 (Statement of Authority), BL-02 (Composition of the Board) and BL-03 (Terms of Reference of the Officers).
 |  |
| **8** | **New Business*** The Library Board set Library Board Meeting dates for the first half of 2019:

Wednesday, February 27th at 1:00 pmWednesday, March 27th at 9:00 amWednesday, April 24th at 9:00 amWednesday, May 22nd at 9:00 amWednesday, June 19th at 9:00 amWednesday, September 25th at 9:00 am* HHPL Youth Bursary Trust Fund – Vic is going to speak with David Stewart about how to set up a Bursary Trust Fund. Rod is going to work with Colette Freeman to create a draft policy for disbursement criteria for the Bursary Trust Fund.
* Jenny Katz and Taylor Grosklag gave an update about the Community Hub Youth Program. She said that they have a weekly drop-in on Tuesdays and Thursdays and skating on Wednesdays and dances. They’ve done some workshops on employment skills, volunteered at community events (i.e. Murder Mystery, Maynooth Garlic Festival). BCT has provided free transportation for the youth.
 |  |
| **9** | **Other Business*** **A motion was made for the Library to procure a complete set of the Harry Potter books to donate to E. L.**
* **A motion was made for the Library Board to apply for two summer students**
 | **Board & Staff****Resolution # 19- 05****M: Colette Freeman****S: Anne Coleman****All in Favour. Carried.****Board & Staff****Resolution # 19- 06****M: Valerie Loney****S: Miranda Mitchell****All in Favour. Carried.** |
| **10** | **Next Meeting Date: Wednesday, February 27th at 1:00 pm in the Program Room.** | **Board & Staff** |
| **11** | **Adjournment at 11:40 am**  | M: Anne Coleman |
|  |  |  |
|  |  |  |
|  |  |  |