|  |  |  |  |
| --- | --- | --- | --- |
| **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 | P |  Dorothy Gerrow - Director | P |
| Kristena Schutt – Moore - Director | P | **Guest Attendance** |  |
| Rod Moffitt - CEO | P |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **#** | **Description/Action Required** | **Responsibility** |
|  | **Call to Order** | **Chair** |
| **1** | **Approval of Agenda**That the Agenda be approved as presented. | **Board & Staff****Resolution #****20-12****M: Valerie Loney****S: Colette Freeman****All in Favour. Carried.** |
| **2** | **Declaration of Conflict of Interest - None** | **Board & Staff** |
| **3** | **Minutes**That the Minutes from the February 28th, 2020 Board meeting be accepted as presented. | **Board & Staff****Resolution # 20-13** **M: Valerie Loney****S: Vic Bodnar****All in Favour. Carried.** |
| **4** | **Business Arising from Minutes*** **Valerie mentioned that she has seen a remote doorbell device that could be used by staff to call for help. Rod is going to follow up with Valerie regarding the product details. The Board agreed to allow $75 per device to be spent.**
 | **Board & Staff** |
| **5** | **Reports** | **Board & Staff** |
| **a** | **CEO*** **May Cultural Report (posted on website)**
* **Welcome to our new Library Board member, Dorothy Gerrow!**
* **Accreditation renewal was set for December 31, 2020. However, due to Covid-19, the deadline has been extended to December 31, 2021. Rod is going to follow up with Peggy Malcolm to find out the purpose and benefits of accreditation and report back to the Board. The Board agreed to postpone the possible accreditation to 2021.**

 | **CEO** |
| **b** | **Secretary – No correspondence to report** | **CEO** |
| **c** | **Treasurer*** **Approval of the 2019 fourth quarter report**
* **Approval of the 2020 first quarter report**
* **Vic will check with Tanya and David regarding WSIB rates during the time of Covid-19 and report back to Rod.**
 | **Board & Staff****Resolution #** **20-14****M: Anne Coleman****S: Valerie Loney****All in Favour. Carried.****Board & Staff****Resolution # 20-15** **M: Anne Coleman****S: Sherry Burke****All in Favour. Carried.** |
| **d** | **Committee*** **Valerie Loney, Colette Freeman and Sherry Burke have formed a committee to examine ideas for possible procedures when the library is eventually able to reopen. They will be looking at a document by Steve Abrams. They will report back to the Board at the June Board meeting.**
 | **Board** |
| **e** | **Trustee** | **Board** |
| **f** | **Council*** **Vic informed us that the Provincial State of Emergency order is now in effect until Tuesday, June 9th and that the HH Municpal office is closed until Monday, June 22nd.**
 | **Municipal Rep.** |
| **6** | **Strategic Plan** * **Rod will update the strategic plan for the June Board meeting.**
 | **Board & Staff** |
| **7** | **Policies** * **A motion to accept HHPL Policies GOV-13 (Delegation of Authority to the CEO, HR-01 (Human Resources Management) and HR-02 (Staff selection and assignment) as amended.**
* **Review policy HR-03 (Terms and Conditions of Employment).**
* **Receive policies HR-06 (Performance and Discipline) and HR-07 (Human Rights – Discrimination and Harassment) to be reviewed for the June Board meeting.**
* **We will look at HHPL policies HR-05 and GOV-12 at a future date.**
 | **Board & Staff****Resolution # 20-16** **M: Valerie Loney****S: Dorothy Gerrow****All in Favour. Carried** |
| **8** | **New Business*** **Commencement of pickup service began on Tuesday, May 26, 2020. Patrons can call or email to set up an appointment. Appointments are being made at 15 minute intervals. Library pickup hours are Mondays (11-2), Tuesdays (3-6), Wednesdays (1-4) and Thursdays (3-6).**
 |  |
| **9** | **Other Business*** **A succession planning discussion is planned for the next Board meeting that can be held in person. Anne will send out an email to all Board members with some prompts to get input on this topic for discussion.**
 | **Board & Staff** |
| **10** | **Next Meeting Date: Thursday, June 18, 2020 via teleconference at 9:00 am**  | **Board & Staff** |
| **11** | **Adjournment at**  | M: Anne Coleman |