



Huntsville Public Library

Library Board Minutes

April 9, 2018 | 5:30 PM | Friends Multipurpose Room

Mission Statement

To provide accessible services, programs, collections and spaces designed to inspire and enrich the community.

In Attendance: S. Dixon (Chair), B. Stephen, D. James, B. Thompson (Council Representative), P. Butler and D. Duce (CEO/Chief Librarian)

Absent: S. Morris, D. Purchase (Vice), and L. Thomas

1. Call to Order | 5:32 PM
2. Declaration of Any Conflicts of Interest | None
3. Approval of Agenda | April 9, 2018

Added: 5.2 Staff Development Day

Motion 18-36: To Accept the Amended Agenda for April 9, 2018.

Moved by P. Butler and Seconded by B. Thompson. Carried.

4. Approval of Preceding Minutes | March 12, 2018

Motion 18-37: To Accept the Minutes of the Library Board Meeting on March 12, 2018.

Moved by B. Thompson and Seconded by P. Butler. Carried.

5. Business Arising from the Minutes

5.1. Land Acknowledgement Statement

D. Duce shared the report prepared by T. Souter and adopted by Huntsville Council. The Board discussed the report and accepted the recommendation.

Motion 18-38: The Huntsville Public Library accepts the recommendation that the Board, Staff, and visitors to the Library are encouraged to use the Traditional Land Acknowledgement 2017 Statement when recognizing Indigenous territory at public gatherings of the Huntsville Public Library when appropriate.

Moved by B. Stephen and Seconded by B. Thompson. Carried.

5.2. Staff Development Day

D. Duce put forward the recommendation of changing the date of the staff development day. The Board approved the recommendation.

Motion 18-39: To Accept the Recommendation of the CEO/Chief Librarian. The Staff Development currently scheduled for Monday, May 28, 2018 will be moved to Friday, November 2, 2018. The Library will be closed to support staff development.
Moved by B. Stephen and Seconded by D. James. Carried.

6. Committee Reports & Business Arising from Committee Reports

6.1. Spaces Committee

6.1.1. Report from March 26, 2018 Meeting

D. Duce shared the report from the Spaces Committee and responded to questions.

Motion 18-40: To Accept the Report of the Spaces Committee.
Moved by D. James and Seconded by B. Stephen. Carried.

6.2. Planning Committee

6.2.1. Addition of New or High Demand DVD/Blu-ray Category in the Circulation & Fines Policy

D. Duce shared the report prepared by J. Manczak and responded to questions from the Board.

Motion 18-41: To Accept the Amendment to the Circulation & Fines Policy. A new item type will be created to facilitate user access to on demand DVD & Blu-ray titles. Procedures will be created to ensure staff process on demand DVD & Blu-ray titles as per details procedures.

Moved by B.Thompson and Seconded by P. Butler. Carried.

7. Information Package

7.1. Correspondence | Feedback by Email

D. Duce shared an email from a visitor to the Library where she expressed 'how lovely our library is; she loved our smiling faces, the energy of the building, and the seed library'.

7.2. Board Chair's Report

7.2.1. Thank You Letter – FOPL Call To Action

S. Dixon shared the draft letter that will go to the current government, and the Federation of Ontario Public Libraries, thanking them for the proposed increase to funding for public and indigenous libraries in Ontario.

7.2.2. Presentation to General Committee – April 25, 2018

The Board discussed and then approved a report and formal motion on sustainable funding to public and indigenous libraries. A letter will be sent to the ministers of the Province of Ontario, local MPP, Ontario Library Association, and the Federation of Ontario Public Libraries. It will also be presented at General Committee on April 25, 2018 for adoption at Council on May 28, 2018.

Motion 18-45: To Accept the Motion regarding increased funding for public and indigenous libraries in Ontario and that a copy of this resolution be send to the Minister of Tourism, Culture and Sport, to the Minister of Municipal Affairs, to the local MPP, to the Ontario Library Association, and to the Federation of Ontario Public Libraries.

Moved by B.Thompson and Seconded by P. Butler. Carried.

7.3. Treasurer's Report

7.3.1. April 2018 - Year to Date

7.3.2. April 2018 - Cash Over

D. Duce presented both reports and addressed the need to monitor the accounts for snow removal.

7.4. CEO/Chief Librarian's Report

7.4.1. Your CEO/Chief Librarian is going to retire: are you ready for it?

Information from OLA 2018 Trustee Boot Camp

D. Duce shared a presentation that she felt would be a great help to the Board in the future.

7.4.2. April 2018

D. Duce presented the report and responded to questions.

7.5. Trustee of Council Report - April 2018

B. Thompson shared information on hospitals and the Town of Huntsville.

Motion 18-42: To Accept the Information and Financial Reports for April 9, 2018.

Moved by P. Butler and Seconded by B. Thompson. Carried.

8. New Business

8.1. 2017 Annual Report

D. Duce presented the draft 2017 Annual Report and thanked the Board for their feedback. Amendments are being made to make it inclusive with respect to events and thanks to community members.

Motion 18-43: To Accept the 2017 Annual Report with Amendments by the Board.

Moved by P. Butler and Seconded by D. James. Carried.

9. Confidential Items In Camera | None

10. Roundtable

B. Stephen expressed her concern on the deteriorating concrete on the sides of the steps to the Library. The Library invested in updating the steps to make them accessible and strong in 2013 and they are already deteriorating.

11. Date of Next Meeting | May 14, 2018 at 5:30 PM

12. Adjournment | 6:44 PM

Motion 18-44: To Adjourn the meeting of April 9, 2018.

Moved by B. Stephen. Carried.

S. Dixon, Chair

D. Duce, CEO/Chief Librarian | Secretary-Treasurer