



Huntsville Public Library

Library Board Minutes

June 11, 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), D. Purchase (Vice Chair), D. James, P. Butler, L. Thomas & D. Duce (Secretary, Treasurer, CEO)

Absent: B. Stephen, S. Morris, and B. Thompson

1. Call to Order | 5:25 PM
2. Declaration of Any Conflicts of Interest | None
3. Approval of Agenda | June 11, 2018

Motion 18-60: To Accept the Agenda for the meeting of June 11, 2018.
Moved by P. Butler and Seconded by D. James. Carried.

4. Approval of Preceding Minutes | May 14, 2018

Motion 18-61: To Accept the Minutes for the Meeting of May 11, 2018.
Moved by P. Butler and Seconded by D. Purchase. Carried.

5. Business Arising from the Minutes

- 5.1. Responses from Provincial Candidates – D. Duce

D. Duce and S. Dixon shared responses from provincial candidates on the letter from the Board regarding sustainable funding to public libraries.

- 5.2. HPL @ Port Sydney Report – D. Duce

D. Duce shared information and responded to questions from the Board regarding the report.

6. Committee Reports & Business Arising from Committee Reports

- 6.1. Planning Committee

6.1.1. Update on Policy Review Schedule

D. Purchase, Chair of the Planning Committee provided an update on the schedule for policy review for 2018.

6.1.2. Policies for Review

D. Purchase & D. Duce shared information and responded to questions regarding the policies for approval by the Board.

6.1.2.1. Social Media

Motion 18-62: To Accept the Social Media Policy with any amendments made by the Board at the meeting of June 11, 2018.

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

6.1.2.2. Membership

Motion 18-63: To Accept the Amendments to the Membership Policy with any recommendations made by the Board at the meeting of June 11, 2018.

Moved by L. Thomas and Seconded by P. Butler. Carried.

6.1.2.3. Payment & Refund

Motion 18-64: To Accept the Payment & Refund Policy with the understanding minor procedural changes may be forthcoming upon review by the Treasurer of the Town of Huntsville.

Moved by D. Purchase and Seconded by D. James. Carried.

7. Information Package

7.1. Correspondence

7.1.1. Thank you from Hoya Robotics – D. Duce

D. Duce shared a thank you for support from the Hoya Robotics Team.

7.2. Board Chair's Report – S. Dixon

S. Dixon shared a proposal template to be used by the Board to determine projects for the coming year to ensure that initiatives support the 2017-20 Strategic Plan and are achievable with respect to staff time, funding and other resources. This tool is to be a part of 2019 budget planning.

7.3. Treasurer's Report – May 2018 – D. Duce

D. Duce reported variances in the year to date budget and responded to questions from the Board.

7.4. CEO/Chief Librarian's Report – D. Duce

D. Duce share information in her report and responded to questions from the Board.

7.5. Trustee of Council Report | B. Thompson absent

Motion 18-65: To Accept the Information and Financial Reports for the meeting of June 11, 2018.

Moved by D. Purchase and Seconded by D. James. Carried.

8. New Business

8.1. Summer Board Meetings

D. Purchase put forward discussion on summer Board meetings. After discussion, the follow motion was approved.

Motion 18-66: To amend the 2018 Library Board Meeting Schedule for the dates below:

- The Board will not meet on August 13, 2018.

Moved by L. Thomas and Seconded by D. Purchase. Carried.

9. Confidential Items In Camera | CEO/Chief Librarian Performance Evaluations

D. Duce left the meeting.

Motion 18-67: To Move In Camera – CEO/Chief Librarian Evaluation

Moved by D. Purchase and Seconded by L. Thomas. Carried.

Motion 18-68: To Return from In Camera – CEO/Chief Librarian Evaluation

Moved by L. Thomas and Seconded by D. Purchase. Carried.

10. Roundtable

Library Board members shared ideas, recommendations and thanks.

11. Date of Next Meeting | July 9, 2018 at 5:30 PM

12. Adjournment | 7:15 PM.

Motion 18-69: To Adjourn.

Moved by D. Purchase. Carried.

(Signature)

Sue Dixon (Chair)

(Signature)

Deborah Duce (CEO/Chief Librarian)