



Huntsville Public Library

Library Board Minutes

May 14, 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), S. Morris, L. Thomas, B. Thompson (Council Representative), P. Butler and D. Duce (CEO/Chief Librarian)

Absent: B. Stephen & D. James.

1. Call to Order | 5:32 PM
2. Declaration of Any Conflicts of Interest | None
3. Approval of Amended Agenda | May 14, 2018

6.2.2 Change wording to Materials Selection Policy.

7.1.1 Move Report on Suggestion Box Submissions to 7.4.2.

7.3.2 Remove 1st Quarter Report.

9.1. Add Move to In Camera CEO/Chief Librarian Evaluation Committee

Motion 18-46: To Accept the Amended Agenda for the meeting of May 14, 2018.

Moved by L. Thomas and Seconded by S. Morris. Carried.

4. Approval of Preceding Minutes | April 9, 2018

Motion 18-47: To Accept the Minutes for the meeting of April 9, 2018.

Moved by S. Dixon and Seconded by P. Butler. Carried.

5. Business Arising from the Minutes

5.1. Land Acknowledgement Statement – D. Duce

The Board discussed a report from D. Duce and decided to proceed with the recommendation of D. Purchase to place a plaque at the front entrance of the Library with the following statement:

We acknowledge that the Huntsville Public Library & Annex are on land that has been inhabited by indigenous people from the beginning.

Motion 18-48: To Accept the Amendment at the Meeting by the Library Board.
Moved by P. Butler and Seconded by D. Purchase. Carried.

5.2. Quiet Space Feedback – Recommendations – D. Duce

The Board reviewed the feedback and shared ideas. The Board agreed to keep the Quiet Space available but to open the doors from 10 am to 3 pm to maintain temperature.

Motion 18-49: Adoption of the Recommendation to open the doors from 10 am to 3 pm based on User Feedback for the Quiet Space.

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

5.3. Sustainable Funding Motion by Council – D. Duce

D. Duce shared the letter and formal motion that was approved by Council.

5.4. Virtual Library Refreshment Update – D. Duce

D. Duce provided a presentation of the updates for the Virtual Library to the Board.

6. Committee Reports & Business Arising from Committee Reports

6.1. Art in the Library Committee

6.1.1. Meeting April 25, 2018 – S. Morris

S. Morris shared information on the committee included Art in an Hour that will occur on June 28th. She also shared information on Books & Brunch 2018.

6.2. Planning Committee

6.2.1. Staff Report – Adoption of Town of Huntsville Use of Corporate Resources During Election Policy

The Board discussed the report and asked that the Town Clerk be asked a question regarding the use of municipal facilities for electoral debates in the Algonquin Theatre. D. Duce will report the response to the Board by email.

Motion 18-50: Adopt the Town of Huntsville User of Corporate Resources During Election Policy with the caveat that D. Duce seeks clarification on the same.

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

6.2.2. Amendment to Materials Selection Policy

Motion 18-51: The Huntsville Public Library Board accepts this amendment to the Materials Selection Policy:

The Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials. Our collection will include titles by and about First Nation communities, and will include titles presented in the First Nation Communities Read program. Our teen and adult materials will also include First Nations and Metis graphic novels, and a selection of DVDs on history, culture and native issues.

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

6.2.3. Amendment to Planning Policy

Motion 18-52: The Huntsville Public Library Board accepts the amendment to the Planning Policy:

The Library will provide welcoming spaces and library services to Indigenous peoples, and share elements of First Nations culture with non-Indigenous persons.

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

6.3. CEO/Chief Librarian Performance Review Committee

6.3.1. Update on Job Profile & Next Steps

S. Dixon shared information on the updated job profile of the CEO/Chief Librarian and responded to questions from the Board. No changes were made to the document. D. Duce will forward it to L. Smith.

7. Information Package

7.1. Correspondence | None

7.2. Board Chair's Report - S. Dixon

7.2.1. May 2018

S. Dixon presented her report.

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

7.3.1. Monthly Report

D. Duce presented the report and noted any significant variance.

7.3.2. 2017 Financial Statement

D. Duce responded to questions from the Board regarding the Library 2017 Financial Statement (version 3).

Motion 18-53: The Library Board Accepts Version 3 of the 2017 Financial Statement.

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

7.4. CEO/Chief Librarian's Report – May 2018 – D. Duce

7.4.1. May 2018

D. Duce presented her report and the following motions were approved by the Board.

7.4.2. Report on Suggestion Box Submissions

The Board reviewed feedback in the library suggestion box.

7.4.3. Every Plate Full

Motion 18-54: The Board accepts these recommendations in support of EveryPlateFull for the period from May 28 to end dates listed below:

Food for Fines - \$2 for every donation of a non-perishable food items | June 8, 2018

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

7.4.4. Elections Toolkit

The document was disseminated to the Board.

7.4.5. Province of Ontario – Installation of Broadband

D. Duce shared the report from the Ministry of Tourism, Culture & Sport.

7.5. Trustee of Council Report - May 2018 – B. Thompson

B. Thompson shared information on the Special council Meeting.

Motion 18-55: To Accept the Information and Financial Reports for May 14, 2018.

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

8. New Business

8.1. Friends Wish List

D. Duce updated the Board on the items approved by the Friends of the Library.

8.2. Branding

D. Duce shared the idea of investigating rebranding of the Library logo and templates. After discussion, the Board agreed to proceed with the recommendation but that it not impact other items being addressed.]

Motion 18-55: The CEO/Chief Librarian may investigate rebranding of the Library and make recommendations to the Board for approval

Moved by D. Purchase and Seconded by S. Morris. Carried.

9. Confidential Items In Camera

9.1. CEO/Chief Librarian Evaluation Committee

Motion 18-57: To Move In Camera

Moved by P. Butler and Seconded by S. Morris. Carried.

D. Duce left the meeting at 7:10 pm.

Motion 18-58: To Return from In Camera 9.1. CEO/Chief Librarian Evaluation Committee

Moved by D. Purchase and Seconded by S. Morris. Carried.

D. Duce returned to the meeting at 7:35 pm.

10. Roundtable

The Board shared ideas and observations that included:

- D. Purchase: planning committee ideas as well as information about the library in Melbourne Australia that had quotes on the wall about what the library was all about.
- S. Dixon: the experience at Vancouver Public Library – the space/layout; the author events at the library; engaging users.
- B. Thompson: thanked S. Morris for the great lineup of authors for Books & Brunch.

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

12. Adjournment | 7:52

Motion 18-5: To Adjourn.

Moved by D. Purchase. Carried.

(Signature)

Sue Dixon (Chair)

(Signature)

Deborah Duce (CEO/Chief Librarian)