



Huntsville Public Library

Library Board Minutes

November 12, 2018 | 3:00 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), B. Stephen, P. Butler, L. Thomas, B. Thompson (Councillor), D. Duce (CEO, Secretary-Treasurer), L. Smith (guest).

Absent: S. Morris and D. James.

1. Call to Order | 3:10 PM
2. Declaration of Any Conflicts of Interest | None
3. Approval of Agenda

Add: Move In Camera | Return from In Camera

Motion 18-105: To Accept the Amended Agenda for November 12, 2018.

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

4. Approval of Preceding Minutes | October 9, 2018

Motion 18-106: To Accept the Minutes for the Meeting on October 9, 2018.

Moved by B. Stephen and Seconded by L. Thomas. Carried.

5. Business Arising from the Minutes

5.1. Structural Reorganization – D. Duce & L. Smith

D. Duce and L. Smith shared background information on the proposed structural reorganization and responded to questions from the Board.

Motion 18-107: In Principle, to Accept the Recommendation for the Structural Reorganization of the Huntsville Public Library presented by the CEO/Chief Librarian and Manager of Human Resource pending approval of the 2019 Budget.

Moved by L. Thomas and Seconded by B. Stephen. Carried.

The Board thanked L. Smith for her assistance; L. Smith left the meeting.

5.2. Legacy Document

D. Duce shared the final amendments to the document for approval by the Board.

Motion 18-108: To Accept the Final version of the Library Board Legacy Document.
Moved by B. Thompson and Seconded by L. Thomas. Carried.

6. Committee Reports & Business Arising from Committee Reports

6.1. Planning Committee

6.1.1. Amendment to Payment & Refund Policy – D. Duce

D. Duce shared background information for the amendment to the policy and responded to questions from the Board.

Motion 18-109: To Accept this amendment to the Payment & Refund Policy:

1. Program – Refund

Registration and admission fees are non-refundable, including where the program does not meet the expectations of the user, except under the following circumstances:

- If the library user cancels registration five (5) business days before the program begins, fees \$10.00 or greater will be fully refunded; fees less than \$10.00 will be credited to the user's account.
- If the Library cancels the program, all fees \$10.00 or greater will be refunded in full; fees less than \$10.00 will be credited to the user's account.
- No refunds will be given after a program has started.

Moved by L. Thomas and Seconded by B. Thompson. Carried.

6.1.2. 2018 Strategic Plan Priorities – D. Purchase

D. Purchase guided the Board through a review of the 2018 document for discussion on status of the priorities. The Planning Committee will meet December 3rd to propose 2019 Strategic Plan Priorities for presentation to the Board at the next meeting. Upon approval, proposal forms will be completed for all items.

Motion 18-110: To Accept the 2018 Strategic Priorities Statement from the Planning Committee.

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

6.2. Finance Committee

6.2.1. 2019 Budget Update

D. Duce shared the summary of the draft 2019 budget and discussed outstanding decisions. The final budget will be presented to the Board for approval at the December meeting. The Finance Committee will present the budget to General Committee on December 12, 2018.

6.2.2. 2019 Fee Schedule

The Board reviewed and adopted the 2019 Fee Schedule.

Motion 18-111: To Accept the 2019 Fee Schedule.

Moved by B. Thompson and Seconded by D. Purchase. Carried.

7. Information Package

7.1. Correspondence

7.1.1. Email from User w. Responses

D. Duce shared a brief summary.

7.2. Board Chair's Report

7.2.1. Library Board Review Survey – Results

S. Dixon shared a brief summary of the Library Board Review Survey.

7.3. Treasurer's Report | November 2018

D. Duce provided a brief statement on the budget to date.

7.4. CEO/Chief Librarian's Report | November 2018

D. Duce responded to questions from the Board.

7.5. Trustee of Council Report | November 2018

B. Thompson shared information on the 2018 election (municipal and district) as well as updates to public works; he responded to questions from the Board.

Motion 18-112: To Accept the Information and Financial Reports.

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

8. New Business

8.1. 2019 Closures

D. Duce presented the list of proposed 2019 closures and responded to questions from the Board.

Motion 18-113: To Accept the 2019 closures.

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

9. Confidential Items In Camera

Motion 18-114: To move In Camera.

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

Motion 18-115: To return from In Camera.

Moved by B. Stephen and Seconded by D. Purchase. Carried.

10. Roundtable | no information shared

11. Date of Next Meeting | December 10, 2018 at 5:30 PM

12. Adjournment | 5:50 PM

Motion 18-115: To Adjourn the Meeting.

Moved by D. Purchase. Carried.

(Signature)

Sue Dixon (Chair)

(Signature)

Deborah Duce (CEO/Chief Librarian)