



Huntsville Public Library

## Library Board Minutes

October 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), D. Purchase (Vice), B. Stephen, D. James. L. Thomas, S. Morris, L. Thomas, P. Butler and D. Duce (Secretary/Treasurer)

Absent: B. Thompson (Council Representative)

1. Call to Order | 5:30 PM
2. Declaration of Any Conflicts of Interest | None
3. Approval of Amended Agenda

Add:

5.3 Staff Holiday Event

6.2.7 Report from Planning

9. Confidential Items In Camera | Culture Analysis Update

Remove:

8.1 Report from Council

Motion 18-89: To Accept the Amended Agenda for October 9, 2018.

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

4. Approval of Preceding Minutes | September 17, 2018

Motion 18-90: To Accept the Minutes from the Meeting of September 17, 2018.

**Moved by B. Stephen and Seconded by S. Morris. Carried.**

5. Business Arising from the Minutes

5.1. Legacy Document

The Board reviewed the document, made recommendations for revision, and deferred approval until the November Library Board meeting.

## 5.2. Review of Proposals for 2019

The Board reviewed proposals for 2019 using budget, timeline and workloads as guideline. The CEO/Chief Librarian responded to questions.

Motion 18-92: To Adopt the following proposals for 2019:

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

- ✓ Investigation and Implementation of a Video Games Collection
- ✓ Migration to RFID – Investigation & Recommendation
- ✓ Library Board Retreat
- ✓ Author Events | Books & Brunch – pending conversation with Coordinator.
- ✓ Mobile Space
- ✓ Sign for Land Acknowledgement

## 5.3. Staff Holiday Event

D. Duce put forward a recommendation for Library Board support of a staff holiday event.

Motion 18-104: The Library Board approves \$500 for the Library Staff Holiday Event.

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

## 6. Committee Reports & Business Arising from Committee Reports

### 6.1. Art in the Library Committee – S. Morris

#### 6.1.1. Meeting – September 25, 2018

S. Morris shared information on the recent meeting with the new Huntsville Art Society Art in the Library representative Ken Briggs.

#### 6.1.2. HPL & HAS Partnership Agreement – Revised

S. Morris and D. Duce shared the revised agreement.

### 6.2. Planning Committee

D. Purchase and D. Duce shared information on policies for review at the meeting and guided the Board through the process.

#### 6.2.1. Intellectual Freedom Policy

Motion 18-93: To Accept the Amendments to the Intellectual Freedom Policy.  
**Moved by L. Thomas and Seconded by S. Morris. Carried.**

#### 6.2.2. Town of Huntsville's Record's Retention Policy

Motion 18-94: To Accept the Town of Huntsville Retention Schedule and Record Description- Bylaw 2016-20.  
**Moved by S. Morris and Seconded by L. Thomas. Carried.**

#### 6.2.3. Privacy Policy & Digital Privacy Fact Sheet

Motion 18-95: To Accept the Revised Privacy Policy and Digital Privacy Fact Sheet.  
**Moved by L. Thomas and Seconded by S. Morris. Carried.**

#### 6.2.4. Security & Video Surveillance Policy

Motion 18-96: To Accept the Revised Security and Video Surveillance Policy.  
**Moved by L. Thomas and Seconded by D. James. Carried.**

#### 6.2.5. Staff Use of Technology Policy

Motion 18-97 To Accept the Revised Staff Use of Technology Policy  
**Moved by D. James and Seconded by D. Purchase. Carried.**

#### 6.2.6. Technology Policy

Motion 18-98: To Accept the Revised Technology Policy.  
**Moved by D. Purchase and Seconded by D. James. Carried.**

#### 6.2.7. Report from Planning Committee

D. Purchased shared the updated policy review schedule and cycle. The documents included tasks for the next three years and 2019 will be a year for reaccreditation.

### 7. Information Package

#### 7.1. Correspondence | None

## 7.2. Board Chair's Report – October 2018

S. Dixon shared the news that the Library Board Evaluation Survey will be shared via a link to the online form and asked that it be completed by October 20<sup>th</sup>.

## 7.3. Treasurer's Report

### 7.3.1. 3<sup>rd</sup> Quarter Report

D. Duce shared the Library 3<sup>rd</sup> quarter report that will be included in the presentation by the Treasurer to General Committee in October.

Motion 18-99: To Accept the Library 3<sup>rd</sup> Quarter Report for submission to the Town of Huntsville and inclusion in the Report to General Committee on October 31, 2018.  
**Moved by D. James and Seconded by D. Purchase. Carried.**

### 7.3.2. October 2018

D. Duce presented the report, responded to questions, and discussed the Library Finance Committee meeting to plan for the 2019 Budget submission.

## 7.4. CEO/Chief Librarian's Report – October 2018

D. Duce presented the report and responded to questions from the Board.

Motion 18-100: To Accept the Information and Financial Reports for October 9, 2018.

**Moved by S. Morris and Seconded by D. James. Carried.**

## 8. New Business | None

## 9. Confidential Items In Camera | Culture Analysis

Motion 18-101: To Move In Camera – Culture Analysis.

**Moved by D. James and Seconded by S. Morris. Carried.**

D. Duce left the meeting.

Motion 18-102: To Return from In Camera – Culture Analysis.

**Moved by S. Morris and Seconded by D. James. Carried.**

D. Duce returned to the meeting.

## 10. Roundtable

D. Purchased shared an article in the Globe & Mail.

11. Date of Next Meeting | November 12, 2018 at 5:30 PM

12. Adjournment | 8:20 PM

Motion 18-103: To Adjourn the Meeting.

**Moved by L. Thomas. Carried.**

(Signature)

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Sue Dixon (Chair)

(Signature)

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Deborah Duce (CEO/Chief Librarian)