



Huntsville Public Library

Library Board Minutes

September 17, 2018 | 1:00 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), D. James, B. Stephen, P. Butler, L. Thomas, B. Thompson (Council), and S. Morris

Guests:

A. McNair (Staff) & J. Manczak (Staff) – for report from Spaces Committee
L. Smith & D. Corry (Town of Huntsville) – Culture Analysis

1. Call to Order | 1:00 PM
2. Declaration of Any Conflicts of Interest | None
3. Approval of Amended Agenda

Change - date on #4 - July 9, 2018

Add – 6.1.4 Amendment to Membership Policy

Add – 7.3.1 Appendix 1: August 2018 Statistics

Motion 18-74: To Approve Amended Agenda

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

4. Approval of Preceding Minutes | July 9, 2018

Motion 18-75: To Approve Minutes of July 9, 2018

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

5. Business Arising from the Minutes

5.1. Report from Spaces Committee – D. Duce & L. Thomas

5.1.1. RFP – Structural Assessment – Recommendation

D. Duce presented the recommendation of the procurement team to award the contract for RFP-2-18 Spaces Assessment & Recommendations in compliance with the Town of Huntsville Procurement Bylaw guidelines

Motion 18-76: To Award the contract for RFP-2018-LIB-26 for Proposal Spaces Assessment & Recommendations to Mitchell Jensen Architects.

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

5.1.2. Meeting Report

D. Duce and L. Thomas presented the report from the Spaces Committee Meeting.

Motion 18-77: To Accept the Information and Recommendations of the Spaces Committee.

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

6. Committee Reports & Business Arising from Committee Reports

6.1. Planning Committee

D. Purchase and D. Duce presented information and responded to questions on policies for approval.

6.1.1. Canadian Library Association Position Statement on Corporate Sponsorship Agreement in Libraries

Motion 18-78: To Accept the Canadian Library Association Position Statement on Corporate Sponsorship.

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

6.1.2. Sponsorship Policy & Agreement Template

Motion 18-79: To Accept Amended Sponsorship Policy and Agreement Form.

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

6.1.3. Working Alone Policy

Motion 18-80: To Amendments to the Working Alone Policy.

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

6.1.4. Amendment to Membership Policy.

Motion 18-81: To Accept the Amendment to Membership Policy. To remove 'homeschoolers' from the list of those may have 'Educator' memberships.

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

6.1.5. 2018 Report – D. Purchase

D. Purchase shared information on policies for review at the October meeting. Policies will be shared prior to the meeting for review.

7. Information Package

7.1. Correspondence

D. Duce shared the following documents with the Board who shared positive comments on responses.

7.1.1. Thank You Post Card from Muskoka Novel Marathon – D. Duce

7.1.2. Letter from Norm Miller's Office – D. Duce

7.1.3. Thank You from the Legislative Library

7.1.4. Comment from User with Response

7.2. Board Chair's Report – S. Dixon

7.2.1. Library Board Trustee Engagement Document

S. Dixon discussed the document and the Board shared feedback.

Motion 18-82: To Accept the Trustee Engagement document with Amendments.
Moved by P. Butler and Seconded by D. James. Carried.

7.2.2. Events / Initiatives for 2019 | Proposal Template

S. Dixon asked the Board for recommendations on use of the proposal template. The final decision that as much information as possible should be included in the proposal submitted for review by the Board.

7.3. Treasurer's Report – D. Duce

7.3.1. July & August 2018

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

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

7.4.1. July & August 2018

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

7.4.2. Legacy Document – Draft

Motion 18-83: DEFERRED.

7.4.3. FOPL Report to AMPLO

The document was for information only.

7.5. Trustee of Council Report – B. Thompson

B. Thompson discussed the Provincial decision for no vote for District Chair and that municipal candidates are busy with campaigning.

Motion 18-84: To Accept the Information & Financial Reports for September 2018.

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

The Board broke at 2:22 PM. D. Corry and L. Smith joined the meeting. The meeting resumed at 2:30 PM.

Motion 18-85: To Move In Camera – Culture Analysis Report.

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

D. Duce left the meeting at 2:30 PM

8. Confidential Items In Camera

8.1. Report from L. Smith, Manager of Human Resources – Culture Analysis

The Board returned from In Camera.

Motion 18-86: To Return from In Camera – Culture Analysis Report.

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

D. Duce returned to the meeting.

The Board put forward the following motion.

Motion 18-87:

#1: The Board receives the HPL Culture Assessment Report dated August 14, 2018 and approves the action items contained therein.

#2: The Chair will provide the CEO/Chief Librarian with executive summary with finding from the Library Culture Assessment Report.

#3: The Chair will setup up a meeting with staff to discuss the recommendations of the report.

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

9. Roundtable | None

10. Date of Next Meeting | Tuesday, October 9th at 5:30 PM

11. Adjournment | 4 PM

Motion 18-88: To Adjourn the Meeting.
Moved by B. Stephen. Carried

(Signature)

Sue Dixon (Chair)

(Signature)

Deborah Duce (CEO/Chief Librarian)