



Huntsville Public Library

Library Board Minutes

February 6, 2019 | 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: C. Cowley, S. Dixon, L. Leckie, R. Love, T. Peters, D. Purchase, L. Thomas, B. Thompson and D. Duce.

1. Call to Order | 1:04 PM
2. Approval of Agenda | February 6, 2019

Amend the order of the agenda:
Approval of Agenda to #2.
Declaration of Any Conflicts of Interest to #3.

Motion 19-01: To Accept the Amended Agenda for February 6, 2019.
Moved by D. Purchase and Seconded by L. Thomas. Carried.

3. Declaration of Any Conflicts of Interest | None
4. Roundtable – led by CEO/Chief Librarian
CEO/Chief Librarian D. Duce lead the Board in a roundtable for introductions. The Library Board trustees shared information on their life and work experiences.
5. Elections

5.1. Chair – led by CEO/Chief Librarian

D. Duce led the call to nominate a Library Board Chair. D. Purchase nominated S. Dixon. There were no other nominations.

Motion 19-02: To Appoint Sue Dixon as Chair of the Huntsville Public Library Board for the term of 2018 to 2022.

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

S. Dixon assumed the role of Chair for the remainder of the meeting.

5.2. Election of Vice-Chair – led by Chair from this point forward

S. Dixon led the call to nominate a Library Board Vice Chair. B. Thompson nominated D. Purchase for Vice Chair. There were no other nominations.

Motion 19-03: To Appoint David Purchase as Vice Chair of the Huntsville Public Library Board for the term of 2018-2022.

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

5.3. Appointment of CEO/Chief Librarian as Secretary/Treasurer

S. Dixon shared that the CEO/Chief Librarian serves as Secretary/Treasurer.

Motion 19-04: To Appoint CEO Deborah Duce as Secretary/Treasurer of the Huntsville Public Library Board for the term of 2018 to 2022.

Moved by R. Love and Seconded by T. Peters. Carried.

5.4. Committee Appointments

Library Board Trustees asked for details on the committees listed (a to b) such as focus of the committee, time commitment, and projects for 2019. D. Duce responded to questions and shared information.

- a) Finance; see terms of reference.
- b) Planning: see policy.
- c) Spaces: see terms of reference
- d) CEO/Chief Performance Review; see policy.

Motion 19-05: To Approve the following appointments to Huntsville Public Library Committees:

CEO Evaluation Committee: S. Dixon, C. Cowley and L. Thomas.

Finance Committee: C. Cowley, D. Purchase, and S. Dixon (ex officio)

Planning Committee: D. Purchase and L. Leckie.

Spaces Committee: R. Love, L. Thomas, and T. Peters.

The CEO will serve on the Finance, Planning and Spaces Committee along with Library staff. At the first committee meeting Chairs will be confirmed and terms of reference reviewed.

Moved by T. Peters and Seconded by C. Cowley. Carried.

5.5. Library Board Orientation & Training Plan

S. Dixon led a discussion of options for library board orientation and training. A roundtable discussion resulted in the decision to have the training include a half day Board retreat with team building and theoretical governance, online learning

opportunities through SOLS LearnHQ, a session in Gravenhurst coordinated by SOLS, and at Board meetings. D. Duce will share information with the Board and prepare their Information Binders.

6. Approval of Preceding Minutes | December 10, 2018

Motion 19-06: To Accept the Minutes from the Library Board Meeting on December 10, 2019.

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

7. Business Arising from the Minutes

7.1. 2019 Library Board Meeting Schedule

The Board discussed options and made the decision to meet on the second Monday of each month at 1 PM.

Motion 19-07: To 2018-2022 Library Board meetings will be held on the 2nd Monday of the month beginning at 1 PM.

Moved by L. Thomas and Seconded by R. Love. Carried.

7.2. 2018 Budget – Year End Summary Report

D. Duce shared the 2018 Summary Report and responded to questions.

7.3. 2019 Library Budget – Update

D. Duce and B. Thompson shared an updated on the 2019 budget process.

7.4. 2019 Strategic Priorities

D. Purchase led a discussion on 2019 strategic priorities in reference to the 2017-2020 Library Strategic Plan. The Board asked for tentative dates. D. Duce said she would be working with the Lead Team in creating work plans and would share timelines as they are set.

7.5. Renewal of IT Service Agreement for 2019

D. Duce presented her report to the Board and recommended the renewal of the IT Service Agreement for the fee proposed by IT.

Motion 19-08: The Library Board accepts the recommendation to in the Report from the CEO to renew the IT Service Agreement with the Town of Huntsville. The 2019

fee will see a 3% increase and the total cost will be \$37,080.
Moved by T. Peters and Seconded by C. Cowley. Carried.

8. New Business | None

9. Confidential Items In Camera | None

Addendum: S. Dixon shared that the agenda for future meetings will include a roundtable. She asked if the Board had anything to share. Board members shared questions and ideas. D. Duce responded to questions and will share information by email.

10. Date of Next Meeting | Monday, March 11, 2019 at 1 PM in the Friends Multipurpose Room.

11. Adjournment | 3:35 PM

(Signature)

Sue Dixon (Chair)

(Signature)

Deborah Duce (CEO/Chief Librarian)