



Huntsville Public Library

Library Board Minutes

August 14, 2017 | 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), B. Stephen, L. Thomas, S. Morris, D. James, and P. Butler.

Absent: B. Thompson, Council Representative.

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

Motion 17-61: To Accept the Agenda for August 14, 2017

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

4. Approval of Preceding Minutes

4.1. July 12, 2017

Motion 17-62: To Accept the Minutes for the meeting of June 12, 2017

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

4.2. July 14, 2017

Motion 17-63: To Accept the Agenda for the meeting of June 14, 2017

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

5. New Business

5.1. *Library As a Place* Information Sharing – D. Duce

D. Duce shared information gathered at the Library As a Place conference.

5.2. RFP Feasibility Study – Motion to Accept

D. Duce presented a recommendation to proceed with an RFP for a Feasibility Study to determine recommendations for facility development.

Motion 17-64: To Accept the Recommendation to the Board and direct the CEO/Chief Librarian to issue an RFP for a Feasibility Study to determine recommendations for facility development. The Feasibility Study will include these features:

- Assessment/identification of the current deficiencies with the Huntsville Public Library
- Functional audit of identify industry standards, evaluation of the Library in relation to those standards, and comparison of compliance with standards in other similar-sized libraries about space deficiencies. Use existing survey information.
- Preferred service delivery model for the Huntsville Public Library
- General space/design requirements for renovated/expanded spaces.
- Exploration of partnership opportunities for renovated/expanded spaces.
- Outline of expected service improvements with renovated/expanded spaces.
- Establish site criteria and recommend sites in the Town of Huntsville

Capital Reserve General will cover the cost of the study.

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

5.3. Quiet Zone in the Solarium – Motion to Accept

The Board reviewed the recommendations from the meeting on May 10, 2017 and put forward the following motion.

Motion 17-65: To Accept the Recommendations from the meeting on May 10, 2017 and to direct the CEO/Chief Librarian to proceed with the recommendations for reallocation of space in the Solarium with features that meet the needs of users and are cost effective measure.

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

5.4. Facilities Committee – Reorganization – Motion to Accept

D. Duce shared a recommendation to redefine the role of the Facilities Committee based on the 2017-2020 Strategic Plan. D. James, Chair of the Committee, shared his support of the recommendation.

Motion 17-66: To Accept the Recommendation of the Advocacy Committee. Effective this date, the Facilities Committee will be redefined as the Spaces Committee in support of the 2017-20 Strategic Plan. At the next Spaces Committee meeting, the CEO/Chief Librarian will present the revised terms of reference for recommendation. The final terms of reference will be approved by the Board at the September 2017 Meeting.

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

6. Committee Reports

6.1. Art in the Library – S. Morris

S. Morris shared information on activities supported by the Art in the Library Committee throughout the summer. Two highlights included Art in an Hour and the art show Under One Skin.

6.2. Planning – D. Purchase

D. Purchase updated the Board on the policy review schedule of the Planning Committee.

7. Information Package

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

7.1.1. June & July Financial

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

7.1.2. 2nd Quarter Statistical Review

D. Duce presented the statistical review and responded to questions from the Board.

Motion 17-67: To Accept the Information and Financial Reports for August 2017
Moved by L. Thomas and Seconded by P. Butler. Carried.

8. Date of Next Meeting | September 11, 2017 at 5:30 PM

9. Adjournment | 6:50 PM

Motion 17-68: To Adjourn the Meeting
Moved by D. Purchase. Carried.