



Huntsville Public Library

Library Board Minutes

February 13, 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: D. Purchase, B. Stephen, L. Thomas, S. Dixon, S. Morris, B. Thompson

Absent: D. James, P. Butler

1. Call to Order | 5:34 PM
2. Declaration of Any Conflicts of Interest | None
3. Approval of Agenda

Added:

5.4 Fetterly Estate

8.2 Request from Hospice Huntsville

Motion 17-06: To Accept the Amended Agenda for February 13, 2017

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

4. Approval of Preceding Minutes | January 9, 2017
One amendment to the minutes: Motion 17-02 was moved by L. Thomas not B. Thomas.

Motion 17-07: To Accept the Amended Minutes for January 9, 2017

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

5. Business Arising

5.1. Memorandum of Understanding

D. Duce shared information with the Board on the process and responded to questions.



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5.2. Connectivity Funding Letter to MTCS – Support from Council

D. Duce shared a letter and motion submitted by another municipality to Premier Wynne asking for continued Connectivity Grant funding by the Ministry of Tourism, Culture & Sport and put forward the idea of submitting the request to Huntsville Council. The Board agreed and D. Duce will connect with D. Corry to discuss.

5.3. Canada 150 Celebrations

D. Duce and S. Morris shared information on Library Canada 150 celebrations.

5.4. Fetterly Estate

The Library received a letter from the solicitors of the Fetterly Estate. It process is complete and there is a final donation to the Library. The Board asked D. Duce to send correspondence to the solicitors expressing the thanks of the Board and staff.

6. Information Package

6.1. Correspondence – S. Dixon

6.1.1. FOPL Membership for Indigenous Public Libraries

S. Dixon and D. Duce shared the letter from FOPL thanking the Library for sponsoring an indigenous library with FOPL membership; it is the Sagamok Anishnawbek First Nation Library.

6.2. Board Chair's Report – S. Dixon

6.2.1. February 2017

S. Dixon initiated feedback from the Board on community connections.

6.2.2. P. Butler – 3 Absences- Motion to Retain as Trustee

P. Butler has put absent for three meetings and the S. Dixon put forward the motion for her to remain as a trustee.

Motion 17-08: As stated in Library Board Bylaw 4, Section III, in accordance with the Public Libraries Act, s. 13, should a Trustee be absent for 3 consecutive meetings, the Board shall consider the Trustee disqualified from the Board and the notify the appointing council that the seat is vacant or consider the circumstances of the absence and pass a resolution authorizing that person to continue as a Board Trustee.

The Board puts forward the motion to authorize Patty Butler to continue as a Board Trustee.



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

6.3. Treasurer's Report – D. Duce

6.3.1. 2016 Year End

D. Duce shared information with the Board and responded to questions

6.3.2. January 2017

6.3.3. Statistical Review

D. Duce presented a new format for statistical review and responded to questions from the Board. The Board supports the new format and categories and statistics for January and February 2017 will be presented at the March 13, 2017 meeting.

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

6.4.1. February 2017

D. Duce presented her report and responded to questions.

6.4.2. Library Tenders

6.4.2.1. Canada 150

D. Duce shared information on the Canada 150 RFT. It was being awarded to Supply Point and work is expected to be completed by February 22, 2017.

6.4.2.2. HVAC Replacement

D. Duce updated the Board on the tender process for HVAC replacement. It will close on March 3rd and information will be shared with the Board at the March 13, 2017 meeting.

6.5. Trustee of Council Report – B. Thompson

B. Thompson shared information of activity at Council and District meetings.

Motion 17-09: To Accept the Information and Financial Reports.

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

7. Committee Reports (Advocacy, Art in the Library, Facilities, Finance & Planning)

7.1. Planning Committee

7.1.1. 2017-2020 Strategic Plan

D. Purchase shared information on the strategic planning process and put forward the mission statement, vision statement, values and six pillars for



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approval by the Board. Discussion lead to amendments in formatting and wording.

Motion 17-10: To Accept Amended Huntsville Public Library 2017-2020 Strategic Plan Goals and Objectives.

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

7.1.2. Policy Review Schedule

D. Purchase discussed the policies up for review in 2017 and the tentative schedule.

8. New Business

8.1.2017 IT Service Agreement

D. Duce submitted a report recommending the renewal of the IT Service Agreement with the Town of Huntsville.

Motion 17-11: To Accept the 2017 Information Technology (IT) Service Agreement with the Town of Huntsville for the period from January 1, 2017 to December 31, 2017.

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

8.2. Request from Hospice Huntsville

D. Duce presented a request from Hospice Huntsville to set up a table in the Library for information sharing and some fundraising. In compliance with the Library's Community Information Policy D. Duce recommended notifying them that they may share information but that fundraising is not permitted. The Board agreed.

Motion 17-12: To notify Huntsville Hospice representatives that they may have an information table for an approved day and time but that no fundraising is permitted. This is in compliance with the Library Community Information Policy.

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

9. Roundtable | None

10. Confidential Items In Camera | None

11. Date of Next Meeting | March 13, 2017 at 5:30 PM | Friends Multipurpose Room



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12. Adjournment | 7:20 PM

Motion 17-13: To Adjourn the meeting.

Moved by D. Purchase. Carried.

S. Dixon, Chair

D. Duce, CEO/Chief Librarian | Secretary-Treasurer