



Huntsville Public Library

Library Board Minutes

January 8, 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 Chair), B. Stephen, L. Thomas, D. James, B. Thompson (Council Trustee), S. Morris, P. Butler and D. Duce.

1. Call to Order | 5:28 PM
2. Declaration of Any Conflicts of Interest | None
3. Approval of Agenda

Amendments of Agenda:

- Remove: Call for election of Chair, Vice Chair, and Secretary/Treasurer.
- Move: Trustee of Council Report – January 2018 to #5. B. Thompson must leave the meeting early.

Motion 18-01: To Accept the Amended Agenda for January 8, 2018.

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

4. Approval of Preceding Minutes | November 13, 2017
One amendment to the minutes. 5.2: The Solarium is migrating to the Quiet Space.

Motion 18-02: To Accept the Amended Minutes for November 13, 2017.

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

5. Trustee of Council Report – January 2018

Councillor Thompson shared information with the Board that included the 2018 Town of Huntsville budget increase of less than 2%, election information at municipal and District levels, and information on the sale of Waterloo Summit Centre of the Environment. B. Thompson responded to questions from the Board.

B. Thompson left the meeting at 5:52 PM

6. Business Arising from the Minutes

6.1. Report of Interlibrary Loans Borrowed in 2017.

D. Duce presented a short report on the items requested by the Library for interlibrary loan and then responded to questions from the Board.

6.2. Hours of Operation Survey

D. Duce presented the survey results on increasing hours of operation.

7. Committee Reports & Business Arising from Committee Reports

7.1. Planning Committee

7.1.1. 2018 Policy Review Schedule

D. Purchase presented the draft 2018 policy review schedule.

Motion 18-03: To Accept the 2018 Policy Review Schedule.

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

7.1.2. Unattended Children Policy – Review

The Board reviewed the current Library policy as well as those from other libraries in the province. The Board will send feedback to D. Duce prior to the next Planning Committee Meeting.

7.1.3. 2018 Strategic Plan Priorities

The Board reviewed the draft 2018 strategic plan targets. If they have any more to include they must send the details to D. Purchase prior to the February 12, 2018 Board meeting. The motion to accept the priorities was deferred.

S. Morris left the meeting at 6:42 PM.

8. Information Package

8.1. Correspondence – Christmas Card from the Mayor

S. Dixon shared the Christmas card with the Board.

8.2. Board Chair's Report – January 2018

8.2.1. 2018 – 4th Year of the Board

S. Dixon shared that this is the 4th and final year of the term of the current library board. Three board members are not returning and this is the perfect time to share skills, ideas and tasks with the purpose of long term planning.

8.2.2. SOLS Trustee Council Meeting – April 21st 10 AM-1 PM | Tay Township

S. Dixon put a call for a board member to attend the meeting.

8.3. Treasurer's Report – Draft Year End

D. Duce presented the draft year-end budget and final numbers to share at the February 2018 meeting.

8.4. CEO/Chief Librarian's Report – January 2018

D. Duce presented her report and responded to questions with some follow up at the February meeting.

8.5. SOLS Trustee Council Meeting – November 18, 2017 – L. Thomas

The Board enthusiastically received L. Thomas' report.

Motion 18-05: To Accept the Information and Financial Reports for January 8, 2018.
Moved by B. Stephen and Seconded by D. Purchase. Carried.

9. New Business | None

10. Confidential Items In Camera | None

11. Roundtable

S. Dixon lead the roundtable.

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

13. Adjournment | 7:13 PM

Motion 18-06: To Adjourn the Meeting
Moved by D. James. Carried.

S. Dixon, Chair

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