



Huntsville Public Library

## Library Board Minutes

June 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.

Absent: S. Morris and B. Thompson

#### 1. Call to Order | 4:03 PM

Motion 17-60: To call the meeting to order on June 14, 2014

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

#### 2. Business Arising

##### 2.1. Notes from the Special Meeting on May 10, 2017.

D. Duce shared notes from the special meeting with the purpose of discussing next steps. Those in attendance noted items that when implemented support feedback from users at no significant financial impact. D. Duce will coordinate.

##### 2.2. Strategic Planning Graphic

D. Duce enthusiastically presented the strategic plan graphic created by the Tillson Group. The Board sounded their support.

#### 3. Information Package

##### 3.1. Correspondence | None

##### 3.2. Board Chair's Report – S. Dixon

S. Dixon lead a discussion of feedback from the meeting on July 12, 2017.

##### 3.3. Treasurer's Report – D. Duce

D. Duce reported no significant variances in the operating budget as well as a report on the HVAC process and a request by R. J. Burnside. The Board discussed the recommendation and all members except one approved the motion.

Motion 17-58: To Accept the recommendation of the CEO/Chief Librarian to approve payment of fees to R. J. Burnside for unexpected by required consultation in the HVAC replacement process for the amount of \$2,650.

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

#### 3.4. CEO/Chief Librarian's Report – D. Duce

D. Duce presented her report with recommendations and the following motions approved:

Motion 17-48: To accept the recommendation #2 from Starshine for creation of Library videos with a total allocation that cannot exceed \$3,000. General Library Capital Reserve will cover the expenditure.

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

Motion 17-49: To approve recommendation for landscaping of area surround the Annex for a total not to exceed \$5,000. The landscaping will improve the look of the space, level spacing for a raised garden, and ensure safer access between spaced.

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

Motion 17-50: To approve deletion of inactive user records with fines for the period from 2000 to 2009. D. Duce will ensure that user records be searched to confirm there is no user history and should be retained.

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

#### 3.5. Trustee of Council Report – B. Thompson | not present.

Motion 17-51: To Accept the Information and Financial Reports for June 14, 2017.

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

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

##### 4.1. Planning Committee – D. Purchase

###### 4.1.1. Community Analysis 2017

The updated Community Analysis was presented with the understanding of ongoing updates based on 2016 Census timeline for release of information and Town plan approvals.



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Motion 17-52: To Accept the 2017 Community Analysis with amendments submitted by the Board.

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

### 4.1.2. Digitization Policy

The digitization policy is new and presented by D. Duce and D. Purchase. C. LeGros gathered wrote the policy based on the needs of Huntsville Public Library and information gathered from other library systems.

Motion 17-53: To Accept the 22017 Digitization Policy with amendments.

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

### 4.1.3. Information Services Policy

D. Duce presented the revised policy in support of updates in new or revised policies/services of the library as well as MTCS requirements for the Annual Survey of Public Libraries.

Motion 17-54: To Accept the Information Services Policy.

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

### 4.1.4. Volunteer Policy, Application & Recognition Plan

D. Duce presented the three documents that streamlined the process while meeting all criteria with respect to orientation, security, health & safety, as well as celebrating the support of volunteers in the library.

Motion 17-55: To Accept the 2017 Volunteer Policy, Volunteer Application and Recognition Plan.

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

## 5. New Business | None

### 10.1 Renaming of the Friends Multipurpose Room – D. Purchase

The Board discussed the recommendation to update the Friends Multipurpose Room to the Friends Canada 150 Space. The Board accepted the recommendation with the understanding that D. Duce will present the idea to the Friends for their feedback.

Motion 17-56: The Board accepts the recommendation to rename the Friends Multipurpose Room the Friends Canada 150 Space.

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

6. Roundtable | None

7. Date of Next Meeting | August 14, 2017 at 5:30 PM

8. Adjournment | 6:10 PM

Motion 17-57: To Adjourn the meeting.

**Moved by L. Thomas. Carried.**

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S. Dixon, Chair

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