



Huntsville Public Library

## Library Board Minutes

March 12, 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), B. Stephen, S. Morris, B. Thompson (Council Representative), L. Thomas, P. Butler and D. Duce (CEO/Chief Librarian)

Absent: D. James

1. Call to Order | 5:28 PM

2. Declaration of Any Conflicts of Interest | Yes.

D. Purchase – HAHS Letter of Understanding – he is on the Board of HAHS.

3. Approval of Agenda | March 12, 2018

Change date from March 6, 2018 to March 12, 2018

Remove: 6.1.8. Community Social Media Policy

Motion 18-22: To Accept the Amended Agenda for March 12, 2018.

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

4. Approval of Preceding Minutes | February 12, 2018

Motion 18-23: To Accept the Minutes for the Meeting on for February 12, 2018.

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

5. Business Arising from the Minutes

5.1. 2018 Fee Schedule – D. Duce

D. Duce presented an updated version of the Fee Schedule. There are no changes in amounts, rather the schedule includes all items.

Motion 18-24: To Accept the Amendments to the Fee Schedule.

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

## 5.2. OLA Super Conference Information – S. Morris

S. Morris provided an overview of sessions at the 2018 OLA Super Conference. S. Dixon put forward the question of methods for capturing the ideas gathered from OLA, SOLS, and other learning opportunities.

## 5.3. CEO/Chief Librarian Job Profile – Follow Up – D. Duce

D. Duce followed up on steps for updating the job profile. The CEO/Chief Librarian Performance Review Committee will work on it with the CEO/Chief Librarian. Committee members will be P. Butler, L. Thomas, and S. Dixon.

## 6. Committee Reports & Business Arising from Committee Reports

### 6.1. Planning Committee – D. Purchase

D. Purchase provided a summary of the work put forward by the Planning Committee. The policy review schedule and cycle will guide the Board and Planning Committee in the coming years.

#### 6.1.1. HPL Policy Review Schedule

#### 6.1.2. 2018 Policy Review Cycle

Motion 18-25: To Accept the Huntsville Public Library Policy Review Schedule and Policy Review Cycle.

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

#### 6.1.3. Accessibility

##### 6.1.3.1. Accessibility Standards for Customer Service Policy

Minor formatting amendments were put forward for review.

Motion 18-26: To Accept the Amendments to the Accessible Standards for Customer Service Policy.

**Moved by s. Morris and Seconded by D. Purchase. Carried.**

##### 6.1.3.2. Individuals with a Disability Policy

The Planning Committee put forward a new accessibility policy to cover areas such as employment, accommodations, notifications, and other areas. The policy of Hamilton Public Library was used at the guide.

Motion 18-27: To Accept the Amended Agenda for February 12, 2018.  
**Moved by P. Butler and Seconded by D. Purchase. Carried.**

#### 6.1.4. Code of Conduct Policy & Signage

D. Duce and D. Purchase presented the amendments to the policy and a recommendation for a review of the signage. D. Duce presented a draft version based on feedback from S. Morris. The Board accepted both policy and signage.

Motion 18-28: To Accept the Amendments to the Code of Conduct and Signage.  
**Moved by P. Butler and Seconded by D. Purchase. Carried.**

#### 6.1.5. Interlibrary Loan Policy

D. Duce presented amendments to the policy but forward by the interlibrary loan team.

Motion 18-29: To Accept the Amendments to the Interlibrary Loan Policy.  
**Moved by P. Butler and Seconded by S. Morris. Carried.**

#### 6.1.6. Procurement Policy

D. Duce presented the minor amendments to the Procurement Policy. The changes were the result of amendments to the Town of Huntsville Procurement Bylaw.

Motion 18-30: To Accept the Amended Agenda for February 12, 2018.  
**Moved by B. Thompson and Seconded by P. Butler. Carried.**

#### 6.1.7. Disposal of Surplus Asset Policy

D. Duce presented the minor amendments to the Disposal of Surplus Asset Policy. The changes included a new title and attachment of the Town of Huntsville Bylaw and forms.

Motion 18-31: To Accept the Amendments to the Disposal of Surplus Asset Policy.  
**Moved by S. Morris and Seconded by B. Thompson. Carried.**

## 7. Information Package

7.1. Correspondence | None

7.2. Board Chair's Report

7.2.1. SOLS Trustee Council Meeting – April 21, 2018

L. Thomas and P. Butler will attend the meeting at the Tay Township Public Library in Victoria Harbour on April 21<sup>st</sup>.

#### 7.2.2. March 2018

S. Dixon provided a brief update.

#### 7.3. Treasurer's Report

##### 7.3.1. February 2018 - FMW & Vadim Reports

D. Duce pointed out significant variances – both positive and for concern. The area of concern is snow removal. D. Duce will be monitoring closely and providing an update to the Board in April.

##### 7.3.2. Cash Over – YTD – 2018

D. Duce provided a short report to the Board.

##### 7.3.3. Summer Staffing – Report to the Board

D. Duce submitted a recommendation to the Board for summer staffing for 2018. She responded to questions from the Board.

Motion 18-32: To Accept Option One for Summer Staffing for the months of June, July and August 2018.

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

##### 7.3.4. CEO/Chief Librarian's Report | March 2018

D. Duce presented her report and responded to questions.

##### 7.3.5. Trustee of Council Report | March 2018

B. Thompson shared information at both the District and Municipal level and responded to questions from the Board.

Motion 18-33: To Accept the Information and Financial Reports for March 12, 2018.

**Moved by P. Butler and Seconded by S. Morris. Carried.**

#### 8. New Business

##### 8.1. Huntsville & Area Historical Society Partnership

D. Duce presented a Letter of Understanding created to form a relationship with the Huntsville and Area Historical Society to preserve the history and legacy of the Town of Huntsville.

Motion 18-34: To Accept the Proposed Letter of Understanding (LOU) between the Huntsville Public Library and the Huntsville & Area Historical Society (HAHS). The CEO/Chief Librarian may authorize amendments to the LOU put forward by the HAHS if the amendments support the Library Strategic Plan and the HAHS Constitution and Bylaws.

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

9. Confidential Items In Camera | None

10. Roundtable

D. Purchase raised the topic of the Solarium and the designation of the Quiet Space.  
D. Duce will ensure it is implemented by April 1, 2018.

11. Date of Next Meeting | April 9, 2018 at 5:30 PM

12. Adjournment | 7:04 PM

Motion 18-35: To Adjourn the meeting.

**Moved by D. Purchase. Carried.**

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S. Dixon, Chair

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