



Huntsville Public Library

Library Board Minutes

March 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, L. Thomas, S. Dixon, S. Morris, B. Thompson, D. James, P. Butler

Absent: B. Stephen

1. Call to Order | 5:33 PM
2. Declaration of Any Conflicts of Interest | None
3. Approval of Agenda

Add:

5.3 Trustee Council Meeting

5.4 HPL Staffing Complement

Motion 17-14: To Accept the Amended Agenda for March 13, 2017

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

4. Approval of Preceding Minutes | February 13, 2017

Motion 17-15: To Accept the Amended Agenda for February 13, 2017

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

5. Business Arising

5.1. Memorandum of Understanding – D. Duce

D. Duce updated the Board on the status of the Town of Huntsville and Library memorandum of understanding and responded to questions.

5.2. OLA Super Conference Information – S. Morris

S. Morris attended the 2017 OLA Super Conference in Toronto and found it very informative. She shared information on sessions and responded to questions from the Board.

5.3 Trustee Council Meeting – D. Duce

The SOLS Trustee Council meeting will be held on April 29, 2017 and D. Duce will be helping to coordinate. All Huntsville Public Library Board members may attend. D. Duce asked that everyone RSVP so she may coordinate catering and room setup.

5.4 HPL Staffing Complement – D. Duce

D. Duce updated the Board on the current staffing complement. Shelves K. Neice's last day was March 9th. K. Smith will be take on the role of shelves.

6. Information Package

6.1. Correspondence

6.1.1. Muskoka Paramedic Services Thank You – D. Duce

The Board reviewed the thank you letter.

6.1.2. Bloom Consulting – S. Dixon

The Board discussed the letter sent to Bloom Consulting on the Strategic Planning process and made recommendations to D. Duce on next steps.

6.2. Board Chair's Report – S. Dixon

S. Dixon discussed ideas for presentations to Council and asked the Board for ideas.

6.3. Treasurer's Report – D. Duce

D. Duce presented the report which has no significant variances. Effective April 2017 the Board will be receiving the succinct monthly budget report with comparisons. The Finance Committee will receive the detailed account report.

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

D. Duce presented her report with focus on staff successes, meetings, and facilities maintenance. Information regarding the tender for HVAC replacement was shared. Based on the Town of Huntsville Procurement Policy and the points system, D. Duce recommended the contract be awarded to Stevenson Plumbing & Electric. The Board applauded the fact that the contractor was local and the procurement process.

Motion 17-19: To award the contract for HVAC Replacement to Stevenson Plumbing & Electrical for the amount in the bid; \$101,837.50 + HST. Any variances

and amendments must be approved by the CEO/Chief Librarian on recommendation from consultants R. J. Burnside Inc. Payment will be made with funds in Capital Reserve – Facilities Maintenance; additional funds in Capital Reserve – Renovations may be used if required.

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

6.5. Trustee of Council Report – B. Thompson

B. Thompson shared information on municipal and district council.

Motion 17-16: To Accept the Information and Financial Reports for March 13, 2017.

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

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

7.1. Art in the Library Committee - Report from S. Morris

S. Morris shared information on activities planned by the committee. Highlights included the Canada 150 Launch on March 28th, the TD Summer Reading Club Launch in River Mill Park on June 24th and Art in and Hour on June 30th.

Exciting times with more to come.

7.2. Planning Committee

7.2.1. 2017-2020 Strategic Plan – Targets – D. Purchase

D. Purchase presented the 2017-20 targets and the Board discussed and make a few amendments. The motion to accept was postponed until the April 10, 2017 Board meeting. The Board was encouraged to review the full document and to provide feedback one week before the meeting.

Motion 17-17: To Accept the Amended Goals and Objectives with defined targets for the 2017-2020 Strategic Plan.

Postponed.

7.2.2. Notice of Motion of Policies for Review – D. Purchase

D. Purchase updated the Board on the Policy Review Schedule.

7.2.3. Town of Huntsville Accounts Receivable Policy – D. Duce

D. Duce presented the Town of Huntsville Accounts Receivable Policy and encouraged the Board to accept the policy as it will be a great tool for guidance and support.

Motion 17-18: To Accept Town of Huntsville's Accounts Receivable Policy.

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

8. New Business

8.1. PLA Project Outcomes – D. Duce

D. Duce discussed a webinar she attended that discussed the PLA Project Outcomes model and the value of ongoing review to gather information on positive defined outcomes from programs, collections, and services. The model supports feedback gathered by S. Morris at OLA.

9. Roundtable

S. Morris, P. Butler and D. Purchase shared ideas that included a Chamber of Commerce hotspots initiative, meeting feedback, a new name for the Friends Multipurpose Room, and celebration through photographs of past Library locations through history.

10. Confidential Items In Camera | None

11. Date of Next Meeting | April 10 at 5:30 PM

12. Adjournment | 7:30 PM

Motion 17-06: To Adjourn the Meeting.

Moved by D. Purchase. Carried.

S. Dixon, Chair

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