



Huntsville Public Library

Library Board Minutes

May 8, 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: S. Dixon, D. Purchase, S. Morris, D. James, B. Stephen, L. Thomas, P. Butler, & B. Thompson

Staff: D. Duce

1. Call to Order | 5:37 PM
2. Declaration of Any Conflicts of Interest | None
3. Approval of Agenda | May 8, 2017

S. Dixon put forward an amendment to the Agenda to allow committees required time to present:

7. Committee Reports, 8. New Business and 9. Roundtable
Moved before 6. Information Package.

Motion 17-33: To Accept the Amended Agenda for May 8, 2017
Moved by D. James and Seconded by D. Purchase. Carried.

4. Approval of Preceding Minutes | April 10, 2017

Motion 17-34: To Accept the Minutes for April 10, 2017
Moved by S. Morris and Seconded by D. James. Carried.

5. Business Arising

5.1. Historical Locations Images for Display – D. Purchase

D. Purchase presented costs and the Board agreed to the purchase. D. Duce will arrange. No motion was passed as there was no impact on the 2017 Library budget.

5.2. 2016 Annual Report - D. Duce

D. Duce presented the final draft of the Annual Report.

Motion 17-35: To Accept the 2016 Annual Report

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

5.3. 2017-20 Strategic Plan Image – D. Duce

D. Duce updated the Board on the progress on the image for the Strategic Plan.

5.4. Summer Meetings – D. Duce

D. Duce put forward the idea of no meeting in July. The Board agreed.

Motion 17-36: To Accept the amendments to the Library Board Meeting Schedule. The Board will not meet in July 2017.

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

5.5. Project Outcomes – D. Duce

D. Duce presented a report on PLA Project Outcomes and the path the Library will follow to provide impact statements on Library programs, services, collections and spaces.

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

6.1. Art in the Library Committee – S. Morris & D. Duce

S. Morris shared information on activities and events of the committee. A few of the highlighted events include Art in an Hour on June 30th and Under One Skin an exhibition of the work of Kate Brown that opens July 1st.

6.2. Finance Committee – D. Duce

6.2.1. 2016 Financial Report

D. Duce presented the 2016 Financial Report.

Motion 17-38: To Accept the Library 2016 Financial Statement prepared by Pahapill & Associates Professional Corporation with minor explanations on budget numbers and adjustment of processing from capital to operating.

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

6.2.2. Recommendations of the Committee

D. Duce presented the report from the Finance Committee that had met prior to the Board Meeting. They included recommendations for the 2017 Friends wish list, purchase of a photocopier, and minor amendments to the account codes in the operating budget.

Motion 17-39: To Accept the Recommendations of the Finance Committee as outlined in the report of that name.

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

6.3. Planning Committee – D. Purchase

6.3.1. CEO/Chief Librarian Performance Evaluation Policy

D. Purchase and S. Dixon presented the policy and form.

Motion 17-40: To Accept the amendments to the CEO/Chief Librarian Evaluation Policy including the Feedback Form with recommendations from the Evaluation Committee.

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

6.3.2. Donation Form

D. Purchase presented the amendments to the Donation Form. It will be used for all materials donated to the Library.

Motion 17-41: To Accept the amendments to the Donation Form to be used for all materials donations.

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

6.3.3. Community Analysis

D. Purchase discussed amendments to the Community Analysis. He will make changes to present to the Board for approval at the June 12, 2017 meeting.

7. New Business

7.1. Staff-less Libraries – D. Duce

D. Duce presented a report on Staff-less or Open libraries and responded to questions from the Board.

8. Roundtable | None

9. Information Package

9.1. Correspondence | None

9.2. Board Chair's Report – S. Dixon

S. Dixon presented her report and put forward discussion of items at the SOLS Trustee Council Meeting that included Library Board Evaluation.

9.3. Treasurer's Report – D. Duce

D. Duce presented the report for May 2016. There were no significant variance.

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

D. Duce presented her report.

9.5. Trustee of Council Report – B. Thompson

Councillor Thompson shared information from Municipal and District Committee meetings. Topics included levels of development and Main St. road repair that is deferred until later this year.

10. Confidential Items In Camera | None

11. Date of Next Meeting | June 12, 2017 at 5:30 PM

12. Adjournment | 7:10 PM

Motion 17-42: To adjourn the meeting.

Moved by L. Thomas. Carried.

S. Dixon, Chair

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