



Huntsville Public Library

Library Board Minutes

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

1. Call to Order | 5:30 PM
2. Declaration of Any Conflicts of Interest | None
3. Approval of Amended Agenda | November 13, 2017

Items Added:

- 5.1 Hours of Operation Survey
- 5.2 Quiet Space
- 5.3 Recruitment & HPL Staffing Complement

Motion 17-82: To Accept the Amended Agenda for November 13, 2017

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

4. Approval of Preceding Minutes | October 10, 2017

Motion 17-83: To Accept the Minutes for October 10, 2017

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

5. Business Arising

5.1. Hours of Operation Survey

The Board discussed options of increasing hours of operation in 2018 with no impact on the operating budget. D. Duce will survey users and report at the next meeting.

5.2. Quiet Space

The Solarium *is migrating to* the Quiet Space. The furniture is available for individual quiet time for users.

5.3. Recruitment & HPL Staffing Complement

D. Duce updated the Board on recruitment and shared an updated HPL staffing complement list.

6. Information Package

6.1. Correspondence – None

6.2. Board Chair's Report – S. Dixon

6.2.1. Deputation to Council – November 27, 2017

The Board discussed the presentation to Council on November 27, 2017 and provided feedback to S. Dixon and D. Duce. D. Duce will prepare the presentation.

6.3. Treasurer's Report – D. Duce

6.3.1. October 2017 & Year to Date

D. Duce shared information with the Board and responded to questions.

6.3.2. 2018 Budget Summary

D. Duce presented the draft 2018 Library budget for submission to the Town of Huntsville Budget Committee on November 10, 2017. The Board discussed.

Motion 17-84: To Accept the 2018 Operating and Capital Budget submitted to the Town of Huntsville Budget Subcommittee on November 10, 2017 with the understanding that there may be amendments based on information and feedback.

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

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

6.4.1. November 2017

D. Duce presented her report and responded to questions.

6.5. Trustee of Council Report – B. Thompson

B. Thompson discussed the 2018 budget process on municipal and district levels.

Motion 17-85: To Accept the Information and Financial Reports for the meeting of November 13, 2017.

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

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

7.1. Planning Committee – D. Purchase

7.1.1. 2016 Census Update

D. Purchase provided information on the recent releases of information from Census Canada and stated that the Community Information Policy did not require amendments.

7.1.2. Strategic Plan – 2017 Review & Objectives for 2018

D. Purchase discussed the 2017 Report on the Strategic Plan and shared that the Board will discuss objectives for 2018 at the January 8, 2018 meeting.

7.1.3. Policies

7.1.3.1. Programming

D. Duce presented the amendments to the Programming Policy. The title is now Programming & Outreach Policy.

Motion 17-86: To Accept the Amendments to the Programming Policy. It will now be the Programming & Outreach Policy with updated information to support the update.

Moved by B. Thompson and Seconded by B. Stephen. Carried.

7.1.3.2. Youth Services

The Board reviewed the recommendations for the Children & Youth Services Policy. The Board has questions regarding unattended children. The policy will be amended after review of the Unattended Children Policy in 2018.

Motion 17-87: To Accept the Amendments to Children & Youth Services Policy with recommendation from the Library Board.

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

7.1.3.3. Board Bylaw

The Board discussed the recommendations for the Board Bylaws.

Motion 17-88: To Accept the Amendments to the Huntsville Public Library Board Bylaws.

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

8. New Business

8.1. Staff Christmas Celebration

Each year the Library Board allocates funds for the Library staff Christmas celebration in thanks to staff. D. Duce recommended an amount of \$250.

Motion 17-89: The Library Board approves the allocation of \$250 to use for the Library Staff Christmas celebration.

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

8.2. 2018 Library Board Meeting Schedule

The Board discussed the proposed meeting schedules. It will continue to meet on the second Monday of each month at 5:30 PM in the Friends Multipurpose Room. Any amendments to the schedule will require a formal motion.

Motion 17-90: To Accept the proposed 2018 Huntsville Public Library Board Meeting Schedule. The Board may amend the schedule by a formal motion.

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

8.3. 2018 Closures

The Board reviewed the 2018 closures.

Motion 17-91: To Accept the Proposed 2018 Closures of the Huntsville Public Library.

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

9. Roundtable

S. Dixon lead the roundtable.

10. Confidential Items In Camera | None

11. Date of Next Meeting | January 8, 2018 at 5:30 PM

12. Adjournment | 7:30 PM

Motion 17-92: To Adjourn the Meeting.
Moved by D. Purchase. Carried.

S. Dixon, Chair

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