



Huntsville Public Library

Library Board Minutes

September 11, 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, D. James, S. Morris, L. Thomas, B. Thompson, P. Butler and D. Duce

Absent: S. Dixon and B. Stephen

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

Motion 17-69: To Accept the Agenda for September 11, 2017
Moved by P. Butler and Seconded by L. Thomas. Carried.

4. Approval of Preceding Minutes | August 14, 2017

Motion 17-70: To Accept the Minutes for the meeting on August 14, 2017
Moved by D. James and Seconded by L. Thomas. Carried.

5. Business Arising

5.1. Memorandum of Understanding

5.1.1. Update

5.1.2. Grant Application Procedures – TOH

D. Duce provided the Board with a review of the final draft of the Memorandum of Understanding between the Town of Huntsville and the Huntsville Public Library Board. The reason for the recommendation to accept is the completion of Town Grant Application Procedures. The Board shared concerns with the procedures and D. Duce shared the direction and support from the CAO.

Motion 17-71: The Huntsville Public Library Board accepts the current version of the Memorandum of Understanding between the Corporation of the Town of Huntsville (the “Town”) and the Huntsville Public Library Board (the “Board”). The Memorandum of Understanding is in support of the Huntsville Public Library 2017-2020 Strategic Plan AND the Town of Huntsville Strategic Plan: 2017 and Beyond.
Moved by L. Thomas and Seconded by D. James. Carried.

6. Information Package

6.1. Correspondence

6.1.1. Email – Under One Skin

D. Duce shared feedback received on the Under One Skin art show in the Annex in July and August 22017.

6.2. Board Chair’s Report – S. Dixon

S. Dixon’s report was shared with the Board.

6.3. Treasurer’s Report – D. Duce

6.3.1. September 6, 2017 – Year To Date

D. Duce presented the report.

6.3.2. 2018 Budget Process

D. Duce updated the Board on the 2018 Budget Guidelines approved at Council on August 28, 2017.

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

D. Duce presented her report and highlighted very significant increases to visitors to the Library.

6.5. Trustee of Council Report – B. Thompson

B. Thompson discussed the 2018 budget process and damages caused by rain and steps the municipality is taking.

Motion 17-72: To Accept Information and Financial Reports for September 11, 2017
Moved by P. Butler and Seconded by D. James. Carried.

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

7.1. Planning Committee - D. Purchase

7.1.1. Update from the Chair of the committee

D. Purchase reviewed the revised policy review schedule.



7.1.2. Partnership Policy

D. Purchase and D. Duce shared details of the new policy and responded to questions from the Board.

Motion 17-73: To Accept the Partnership Policy as amended.

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

7.1.3. Working Alone Policy – Motion to Adopt the Town Policy

D. Duce put forward the recommendation to adopt the Town of Huntsville Working Alone Policy.

Motion 17-74: To Accept the Town of Huntsville Working Alone Policy. The CEO/Chief Librarian and Library Health & Safety Committee will review job profiles and create procedures for Library staff.

Moved by L. Thomas and Seconded by P. Butler. Carried.

7.1.4. Human Resources Policy

D. Duce presented the amended Human Resources Management. The content now includes details of the Town and Library Memorandum of Understanding.

Motion 17-75: To Accept the amendments to the Human Resources Policy.

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

8. Roundtable

P. Butler – asked a question about the order of the agenda. D. Duce and D. Purchase shared that any amendments to the order must be put forward at the ‘call for items’ or in the Bylaw review. P. Butler also expressed that she like the photographs of Library spaces through its long history.

S. Morris – reminded everyone of the September 23, 2017 Books & Brunch event with bestselling authors Amy Stuart and Andrew Pyper at Hidden Valley Resort. Everyone was encouraged to spread the word.

D. Purchase – passed on a recommendation to read an article written by Patrick Boyer that had appeared in the Huntsville Forester.

9. Confidential Items In Camera | None

10. Date of Next Meeting | Tuesday, October 10, 2017 at 5:30 PM

11. Adjournment | 6:38 PM

Motion 17-76: To Adjourn the Meeting.

Moved by L. Thomas. Carried.

D. Purchase, Vice Chair

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