



Huntsville Public Library

Library Board Meeting Minutes

July 13, 2021 | 9:30 AM | Zoom Meeting

Mission Statement

To provide accessible services, programs, collections and spaces designed to inspire and enrich the community.

Present: David Purchase (Chair), Mayor Karin Terziano (Council Representative), Linda Leckie, Tyler Ellis, Christine Passarello, Frank Bastedo, David Tremblay (Chief Librarian/CEO).

Regrets: Ray Love, Catherine Holtz (Vice Chair)

1. Call to Order | 9:30 AM
2. Approval of Agenda | July, 2021 Motioned: Karin Terziano Seconded: Tyler Ellis Carried
3. Declaration of Any Conflicts of Interest - None
4. Approval of Minutes from Board Meeting June 8th 2021 Motioned: Christine Passarello Seconded: Frank Bastido Carried
5. Business Arising from the Minutes
 - Library and Town MOU – Draft Review by Library Board – Approve the draft MOU and that it be brought forward to Town Council. Moved: Tyler Ellis Seconded: Karin Terziano Carried
6. Committee Reports & Business Arising from Committee Reports
 - Trustee of Council Report – Mayor Terziano talked about Reconciliation initiatives and invited the library to attend a meeting with Town staff and herself.
 - Chair Report – has been working on Finance Committee terms of reference and the policy updates provided by Catherine.
 - CEO Report – Spoke to library plans for reopening as well as the challenges that come with Step 3 requirements for meeting spaces.
 - Finance Report – CEO reported on finances.
 - Youth Services Report – David Spoke to youth services report.
 - Board Development Committee Report - Completed 90% of New board orientation plan (Face to face meet and greet left), New orientation review, OLS

Communication – Linda to forward them along, Input from other board members on Professional Development for Board for 2022.

Approval of all reports Moved: Karin Terziano Seconded: Christine Passarello
Carried

7. New Business

- Policy Draft Proposals/Review
 - Finance Committee Terms of Reference – Adopt revised Finance Committee Terms of Reference Moved: Karin Terziano Seconded: Tyler Ellis Carried
 - Sponsorship Policy: discussion of agreement levels before board approval – Leave sponsorship policy as is.
 - Motion to amend the Commitment of Board Members, Confidentiality and Conflict of Interest Policy - Amend 5. Conflict of interest subsection 1 (a) (b) (c) (d) (e) to 1 (a) (b) (c) 2 and 3 Moved: Tyler Ellis Seconded: Frank Bastedo Carried
 - Town Policies – Discussion/approval of – Records Retention, Accounts Receivable, Use of Corporate Resources for Election Purposes. – CEO to write up a statement to precede the Huntsville Public Library Policy Manual stating the adoption of the Town's policies unless otherwise specified.
- Draft Financial Audit – CEO to seek clarifications from Town Treasurer.
- Committee Meetings this Summer

8. Roundtable – Land Acknowledgement at the beginning of board meetings and acknowledgement sign in the library.

9. Date of Next Meeting: Sept. 14th 2021 9:30 AM via Zoom

10. Adjournment. Moved: Karin Terziano Carried