



Huntsville Public Library

## Library Board Meeting Minutes

June 6, 2025 | 9:00 a.m. | Library – Friends Room + Zoom Hybrid

### Mission Statement

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

Present (including hybrid): Ray Love, Christine Passarello, Beth Ward, Tyler Ellis, Robert Greene, Anastasia Lainas, Monty Clouthier (Council Representative), David Tremblay (CEO/Chief Librarian/Secretary), Saleem Hall (Community Engagement Coordinator)

Regrets: Bill Coon

1. Call to Order | 9:05 AM
2. Land Acknowledgement | Read by Board Chair
3. Approval of Agenda | June 6<sup>th</sup>, 2025, Motion: Anastasia Lainas Seconded: Christine Passarello Carried
4. Declaration of Any Conflicts of Interest: None
5. Approval of Minutes from Board Meeting May 2<sup>nd</sup>, 2025, Motion: Ray Love, Seconded: Beth Ward to accept the minutes with the change of the grammatical error in #11 Round table. Carried
6. Introduction to the new Community Engagement Coordinator (CEC), Saleem Hall – Saleem spoke to the alignment of his role with the strategic priorities of the library board's strategic plan and how leveraging the library as a public space in the community informs the work the CEC does under the direction of the CEO/Chief Librarian. – Saleem Hall left the meeting at 9:15 AM
7. Committee Reports & Business Arising from Committee Reports
  - a) Council Representative Report – Nothing to report
  - b) Chair Report – The Chair received a package from the Ontario Library Service Board Assembly Meeting. The Board Chair represents HPL on the Board Assembly. The recent assembly discussed the topic of libraries nurturing intellectual freedom in their communities. Ray will compile a package to distribute to the rest of the board on this topic.

- c) CEO Report/Friends Report – Friends have another new member. Spoke about the gratitude felt for working with the Master Plan RFP committee (which included town staff, library staff, and external community members). Overall, the CEO has had a busy month, and the onboarding of the new Community Engagement Coordinator has been going well.
- d) Monthly Finance Report – The CEO reports that the finances are tracking along positively.
- e) Youth Services Librarian Report – Youth Services Librarian has been busy and is gearing up for Summer Reading Club. No questions from the board.

Motion to Approve Committee Reports: Christine Passarello Seconded: Beth Ward Carried

## 8. New Business

- 2024 Annual Report – Christine Passarello motions to accept the 2024 Annual Report with the change of the year from 2023 on the Chair's Message to 2024. Seconded by Beth Ward. Carried.
- 2024 Annual Survey of Public Libraries – The Annual Survey of Public Libraries, submitted to the provincial government, was provided to the board. It is compiled by the CEO, eLibrarian, and Youth Services Librarian, with all staff contributing to the collection of statistics. The CEO highlighted the statistics presented in the annual report, as they are based on the information provided in this annual submission. These include various metrics, and overall, HPL has seen an increase in services used and visitors to the library.
- RFP Master Plan Update and Budget Decision – CEO spoke to the overall process of the RFP committee and that the committee has ranked the submissions. After interviews and reference checks, the committee was unanimous in the scoring of the top-ranking submission.
  - Ray Love motions the Huntsville Public Library Board to approve accessing library reserves for an additional \$25,000.00 to award the Master Plan RFP contract as informed by the RFP review committee's work. Moved by Beth Ward and Seconded by Christine Passarello. Carried.
- Summer Board Meetings – The Board Chair inquired about the board's plans for summer meetings. The board feels it should meet in July and take August off for the summer and then resume in September. The next meeting will be July 4<sup>th</sup> at 9 AM, and there will not be a meeting in August

## 9. In-Camera - Library Act:

- Section 16.1(4) (b) Personal matter about an identifiable individual
  - Motion to Move In-Camera: Tyler Ellis, Seconded: Robert Greene 9:54 AM
  - Approval of In-Camera minutes from May 2<sup>nd</sup> 2025

Motion to move out of Camera: Beth Ward, Seconded: Christine Passarello 10:08 AM

10. Business arising from In-Camera: None

11. Roundtable:

- Michael Runtz, Friends of the Library event – encouraging the board to attend on July 5th at 7:00 p.m. at the Legion.
- Beth Ward - Express gratitude to the CEO – According to community feedback, the Perception of the library has changed positively since David became CEO.
  - The CEO thanked Beth and stated that it is a team effort, including staff as well as the board, for the work they do, such as attending the library booth at Maple Fest.

12. Date of Next Meeting – Friday, July 4<sup>th</sup>, 2025, 9 a.m. in the Friends Room

13. Adjournment. Motion: Ray Love 10:15 AM