



Huntsville Public Library

Library Board Meeting Minutes

May 14, 2024 | 1:00 PM | Library – Solarium + 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, Robert Greene, Anastasia Lainas, Tyler Ellis, Bill Coon, Monty Clouthier (Council Representative) David Tremblay (CEO/Chief Librarian/Secretary), Denise Corry (CAO – Town of Huntsville)

Regrets: James Bowler, Bill Coon, Tyler Ellis

1. Call to Order 12:56 PM
2. Land Acknowledgement Read by Board Chair
3. Approval of Agenda | May 14th 2024 Motion: Beth Ward Seconded: Monty Clouthier Carried
4. Declaration of Any Conflicts of Interest: None
5. Approval of Minutes from Board Meeting March 26th, 2024, Motion: Monty Clouthier Seconded: Christine Passarello Carried
6. In Camera – Library Act:
 - Section 16.1(4) (c) Proposed or Pending Acquisition or Disposition of Property
 - Motion to Move In-Camera at 12:58 PM: Beth Ward Seconded: Christine Passarello
 - Denise Corry (Town CAO) left at 1:12 PM
 - Approve In-Camera minutes from March 26th 2024
 - Motion to exit In-Camera 1:37 PM: Beth Ward Seconded: Robert Greene
7. Business arising from In-Camera
 - Motion by Ray Love: the Library Board is willing to commit to extending the occupancy of the Algonquin Family Health Team Clinic of The Annex to March of 2026. In addition, the Library Board would be looking for additional space in town buildings for library activities elsewhere in the community. Seconded: Christine Passarello Carried

8. Committee Reports & Business Arising from Committee Reports
 - a) Council Representative Report – nothing to report.
 - b) Chair Report – HR committee is working on CEO evaluation – Board Chair has gathered evaluations from staff and board members. Planning for committee to meet in June.
 - c) CEO Report/Friends Report – CEO spoke to Friends of Library membership growing and interest in attending community outreach events with the library. CEO spoke to highlights of report.
 - d) Monthly Finance Report – CEO stated finances are tracking well.
 - e) Youth Services Librarian Report – No questions from the board.
 - f) Community Engagement Coordinator Report – CEO to gather numbers from Murder Mystery Event.
 - g) Spaces Committee Report – CEO spoke to committee meeting and the library needs list as well as capital list submitted to the Finance Dept for the Development Charges Study Process.

Motion to Approve Committee Reports: Ray Love Seconded: Monty Clouthier

9. New Business
 - o Policy Review
 - o Information Services Policy
 - o Intellectual Freedom Policy
 - o Interlibrary Loan Policy
 - o Working Alone Policy
 - o Ray Love motioned to accept the changes brought forward by the Planning Committee to the Information Services Policy, Intellectual Freedom Policy, Interlibrary Loan Policy and remove the Working Alone Policy from library board policies and name it in the HR policy as the library board follows the Town of Huntsville HR policies. Seconded: Anastasia Lainas Carried.
 - o Outline Future Dates for Committee Meetings – Spaces Committee Wednesday June 5th at 10 AM. HR Committee 12 PM June 5th. Planning committee TBD.

10. Roundtable

- o Congratulations to the Board Chair on the release of their new book!

11. Date of Next Meeting – 1:00 PM Tuesday June 11th in the Solarium

12. Adjournment - 2:42 PM Motion: Anastasia Lainas