



Huntsville Public Library

Library Board Meeting Minutes

May 11, 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), Catherine Holtz (Vice Chair), Mayor Karin Terziano (Council Representative), Ray Love, Linda Leckie, Tyler Ellis, Christine Passarello, Frank Bastedo, David Tremblay (Chief Librarian/CEO).

1. Call to Order | 9:32 AM
2. Approval of Agenda | May, 2021 Motion: To approve amended agenda with a changed meeting date for the next meeting to June 8th 2021 Moved: Ray Love
Seconded: Christine Passarello - Carried
3. Declaration of Any Conflicts of Interest - None
4. Business Arising from the Minutes
 - Ratification of motion approved by email: Approve the minutes as amended of the April 13th board meeting. Moved by Catherine Holtz and Seconded by Ray Love. - Carried
 - Ratification of motion: Approve the 2020 CEO/Chief Librarian performance review. Moved by Ray Love and Seconded by Linda Leckie - Carried
 - Ratification of motion: Direct the Town's HR Department to adjust the CEO/Chief Librarian's salary in light of his successful completion of his first year in that position. Moved by Ray Love and Seconded by Frank Bastedo - Carried
 - Library and Town MOU Update – David Tremblay – Meeting with Denise Corry May 4th 2021 – The town has been working quite hard on this with the Library CEO and MOU will be ready for the board meeting in June.
 - Committees – Membership of Standing Committees – board members were placed to fill standing committee spots.
5. Committee Reports & Business Arising from Committee Reports
 - Trustee of Council Report – Nothing at this time.
 - Chair Report – The chair has spent past month working with HR Committee and on library policies.

- OLS Assembly Meeting Report – Linda Leckie is the Huntsville Public Library OLS assembly representative. She reported back on the first OLS Assembly meeting.
- CEO Report – The CEO spoke to the report and the annual statistics submitted to the provincial government.
- Youth Services and Community Engagement Coordinator Reports – The CEO touched on highlights of the report.
- Finance Report – overall spending is in line for the time of year.
Motion to accept the reports as presented Moved by Catherine Holtz and
Seconded by Ray Love - Carried

6. New Business

- Policy Review – Procurement Policy 18-30 Motion to adopt the TOH proposed changes to the purpose section of the procurement policy. Moved by Ray Love
Seconded by Tyler Ellis - Carried
- Motion: To change CEO spending authority within budget to \$10,000 from \$5,000. Moved by Karin Terziano Seconded by Ray Love - Carried
- Policies and Policy Review – Updated on the current status of the Library's Policies
- 2020 Library Annual Report Motion to approve the annual report presented by David Tremblay Moved by Tyler Ellis Seconded by Christine Passarello - Carried
- Board Bios and Pictures – In order to increase transparency and ensure community know more about who is on the library board the board will send David Tremblay a brief bio and picture of themselves to go on the library website.

7. Roundtable

8. Date of Next Meeting: June 8th , 2021 at 9:30 a.m. Via Zoom

9. Adjournment. Moved by Catherine Holtz - Carried