



Huntsville Public Library

Library Board Meeting Minutes

September 5, 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 (Board Chair), Christine Passarello (Vice Chair), Beth Ward, Anastasia Lainas, Bill Coon, Tyler Ellis, Robert Greene, Monty Clouthier (Council Representative), David Tremblay (CEO/Chief Librarian/Secretary), Suzanne Diller (Town of Huntsville Deputy Treasurer)

Regrets: None

1. Call to Order | 8:59 a.m.
2. Land Acknowledgement Read by Board Chair
3. Approval of Agenda | September 5th, 2025, Motion: Christine Passarello, Seconded: Beth Ward. Carried
4. Declaration of Any Conflicts of Interest: None
5. Staff Recognition: 10 Year Work Anniversary of Catherine Cabrol-Schulz
6. Approval of Minutes from Board Meeting July 4th, 2025, Motion: Beth Ward, Seconded: Ray Love. Carried
7. Presentation from town Deputy Treasurer Suzanne Diller - Library 2024 Draft Audit
 - a) Deputy Treasurer answered questions from the library board regarding the 2024 Draft Audit and spoke to the surplus transferred to reserves from 2024.
 - Suzanne Diller left the meeting at 9:10 a.m.
8. Business Arising from the Minutes
 - a) RFP Master Plan – Updates: CEO gave an update on Master Plan progress. The completion of phase one will dovetail into phase two, which will focus on the library building. The Community Survey closes Sept. 5th, and the analysis will be a significant component of completing phase one.

9. Committee Reports & Business Arising from Committee Reports
 - a) Council Representative Report – No meetings in August, nothing to report.
 - b) Chair Report – A former library board member passed away. The Board Chair has written a letter to the family on behalf of the board.
 - c) CEO Report/Friends Report – Friends' summer sale concludes Sept. 10th. The CEO was away for part of August and has been working a lot with the consultant on the Master Plan process.
 - d) Monthly Finance Report – Library finances are doing well.
 - e) Youth Services Librarian Report – CEO stated it is the busiest time of the year for the Youth Services Librarian because of the Summer Reading Club.
 - f) Community Engagement Coordinator Report – the board likes the new Library Barry initiative.

Motion to Approve Committee Reports: Bill Coon Seconded: Robert Greene. Carried

10. New Business

- a) Library 2024 Draft Audit – Approval moved by Anastasia Lainas, Second Christine Passarello Carried

11. In-Camera - Library Act: None

12. Business arising from In-Camera: None

13. Roundtable:

- a) Home Opener of Otters tonight – CEC to reach out to Huntsville Otters organization to connect with that community.
- b) 19th Anastasia part of panel on AI for the Ontario Library Service Virtual Conference.

14. Date of Next Meeting – Friday, October 3rd, 2025, 9 a.m. in the Friends Room

15. Adjournment. Motion: Anastasia Lainas 9:29 a.m.