MINUTES OF MEETINGS | 2019
To provide accessible services, programs, collections and spaces designed to inspire and enrich the community.

Library Board Minutes
Nov. 12, 2019

1. Call to order by chair Sue Dixon. Members present were Sue Dixon, David Purchase, Brian Thompson, Lorraine Thomas, Ray Love, Tracy Peters, Christine Cowley.

2. No conflicts of interest were declared.

3.1 Motion to move in camera. Moved by Tracy, seconded by Lorraine. Carried.

3.2 Motion to move out of camera. Moved by Lorraine, seconded by Tracy. Carried.

4. Motion to approve amended agenda. Moved by Tracy, seconded by Lorraine. Carried.

5. A) Trustee of council report. Brian Thompson shared that the Town of Huntsville will determine the next steps in choosing a new mayor at a meeting on November 25, 2019. The choice in process is one of appointment or by-election. Budget deliberations for the TOH for 2020 have begun. The public works projects begun this summer will take one additional year and that to facilitate completion the Public Works department has hired new staff. There is also a new waterfront development project planned for Huntsville which will include additional boat launching facilities.

B) Christine shared that she was making a presentation to council on the library capital budget on November 12 and the library operational budget on December 17th. Due to the large amount of capital repairs to the library in 2019 (approx.$70,000) the board will request an additional $50,000 to be taken from library reserves to cover these costs.

Motion. To request approval from town council to take monies in the amount of $50,000 to cover 2019 capital expenses. Moved by David, seconded by Tracy. Carried.

Christine also stated that due to a new 1.0 FTE hire in 2019 and the commitment of the board to our former CEO we would need additional funds to cover overages in our operational budget.
**Motion.** To request from town council monies from library reserves in 2020 to cover the expenses related to the former CEO. Moved by Christine, seconded by David. Carried.

Action items. Linda is to determine the number of part time library employees and their hours that are currently being paid. The finance committee will meet with Tracy to determine the approximate costs of repairs to the library in 2020.

Business arising from minutes

6.1 New furniture. A new couch for the staff room will be purchased at a cost of $999 plus $89 delivery. Linda is to ask the lead team about payment using one or more library Visa’s.

6.2 Letter to the Deputy Mayor. The letter was received and Karen Terziano was not able to make our current meeting. She will be invited to our next board meeting by Sue Dixon.

6.3 Linda has arranged for an ergonomoist to visit HPL on November 13 to train all staff using desks and to do an analysis of the library facilities. The cost is $1,395.

6.4 Sue shared a report of the Friends of the Library via e-mail.

6.5 SOLS meeting. Sue shared details of her recent SOLS meeting in Midland and will forward a report from the meeting.

6.6 The status of the HPL storage locker was discussed. Items need to be removed from the locker to ReStore or another similar facility. The library does need storage space for financial records. Linda is to ask the lead team how large a unit is needed.

7. Ratification of the following motions from previous in camera meetings.

A) 6.1.1 Amended motion. Move to amend by Christine, seconded by Lorraine, Carried.

**Motion** To hire Tracy Peters, through her consulting firm Repertoire Inc., to manage projects as detailed in summary and proposal dated September 18, 2019. To commence immediately, with invoice of hours to date and to run until Dec. 31, 2019. Ratification moved by Ray, seconded by David. Carried.

B) 6.1.2 **Motion** The board authorize the payment to Tracy Peters of expenses accrued between September 21 and October 4, 2019, at the previous hourly rate including HST and including required insurance coverage. Original motion moved by David, seconded by Ray. Carried. Ratification move by Linda, seconded by Ray. Carried.
8. Committee Reports and Business arising from Committee Reports

8.1 Planning Committee. David talked about the need to change the wording of the Advocacy Policy. **Motion** That the Advocacy Policy be amended to refer to the Advocacy Committee as a committee of the whole. Moved by Ray, seconded by Linda. Carried.

Thank you to Cortney for her work on developing an action plan for Library accreditation. On this list is a request that board members submit a list of community events they have attended. Please inform Linda of these events. The Planning Committee is to meet on Thursday, Nov. 14 to update all library policies on file and on the library web site.

8.2 Spaces Committee The committee is receiving weekly updates from Tracy on repair items to the library. It was decided to postpone discussion of a renovation or rebuild until a new CEO was in place.

9.3 Chair Report. Sue has e-mailed her report to members. Please see e-mail from Sue dated Nov. 11, 2019.


10.1 Sue is putting together a skills matrix of board member skills. Please forward her pertinent information.

10.3 Best practice opportunity. Sue is collating best practices from ours and other libraries across the country. Please forward any of these you uncover to Sue.

10.4 Sewage screening and results. Tracy spoke about the sewage cleanup and air quality test results. Several spots were missed in the last clean up so more cleaning and an additional air quality test is required.

11. Roundtable. **Motion.** To hire Maureen Cubberley as acting CEO of the Huntsville Public Library provided details of hours, length of contract and compensation can be mutually agreed upon. Moved by Linda. Seconded by Ray. Carried.

12. Next meeting. Tuesday, December 10 at 9:30 a.m.

13. Motion to adjourn. Moved by David. Carried.