Huntsville Public Library

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

Library Board Minutes

Dec 10, 2019

1. Call to order at 11:35am by chair Sue Dixon. Members present were Sue Dixon, David Purchase, Lorraine Thomas, Linda Leckie, Tracy Peters, Christine Cowley. Absent was Brian Thompson.

2. No conflicts of interest were declared.

3.1 Motion to approve the agenda. Moved by Tracy, seconded by Christine. Carried.

3.2 Motion to approve preceding minutes for Nov 12, 19. Moved by David, seconded by Tracy. Carried.

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

5. Business Arising from the minutes

Motion 5.1: To direct library staff to empty the rented storage facility before Feb 27, 2020 of items stored there, to claim those items of current use to the library and to dispose of the other items following the surplus asset policy guideline and to ask the spaces committee to direct the acting CEO to oversee the cleaning out of back rooms and any other cluttered areas to determine the actual storage needs of the library. Moved by David, seconded by Tracy. Carried.

6. Ratifications of the following motions: no motions needed ratification.

7. Committee Reports:

Planning Committee- David at 11:42am

In the Strategic Plan for 2019 review it was noted that the HPL staff deemed the RFID migration plan as unnecessary at this time.
7.1.3.2. **Motion.** To amend the advocacy policy as follows: Guideline #1 The Library shall form a committee of the whole which shall carry out the functions and role of an advocacy committee. Moved by David, seconded by Tracy. Carried.

7.1.3.3. **Motion.** To approve the amended Inter-Library Loans Policy. Moved by David, seconded by Lorraine. Carried.

7.1.3.4. **Motion.** To approve the amended Material Selection Policy and with the omission of the line “when space is required”. Moved by Christine, seconded by Linda. Carried.

David and Linda noted that there are a few gaps left for accreditation, ie the disaster/emergency plan, who quarterly financial reports are received, reviewed and approved, also not all policies are on line and to have the acting CEO to delegate or complete this task. A list of community events that the library board members have participated in is also needed for accreditation. It was suggested that a list of current upcoming events be provided to the board at their monthly meetings.

7.3 Construction update by Tracy noted that the furnace in the annex needs replacement and options are being investigated. Insurance claim invoices are being finalized.

At 12:06pm Tracy Peters left the room.

8.1.1. **Motion:** To approve capital funding for 2019 of $66,000 to be funded by the Library Reserve fund. Moved by David, seconded by Lorraine. Carried.

At 12:08 Tracy Peters re-entered the room.

8.1.2. **Motion:** To approve the proposed 2020 Library budget for presentation to the Huntsville Town Council. Moved by David, seconded by Tracy. Carried.

8.2 Ergonomic Report by Linda. Report was noted to be in depth and very informative, a chair was special ordered for Bette and a priority list was created and will be presented by Linda to Friends of the Library.

9. New Business: 12:47pm

9.1 Radio Show Opportunity at HPL: To build talent within the team and optimize this program we will seek rotating hosts. Maureen will work with staff to see who might be interested in this opportunity.

9.2 Board meeting dates and times for 2020: Will contact Maureen and see what times on Tuesdays work best.
10. Confidential Items in Camera. 12:55pm

10.1 **Motion**: To move in to Camera. Moved by Tracy, seconded by Linda. Carried.

10.2 **Motion**: To move out of Camera, 2:25pm moved by Tracy, seconded by Lorraine. Carried.

11. Roundtable: David suggested a get together for the board members after the next board meeting which was met with approval.

12. Date of next meeting: Tues Jan 14th 2020, 11:00am.

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