



**Annapolis Valley Regional Library Board Meeting  
Thursday, April 9, 2015  
Berwick Town Hall  
Minutes**

**Present:** Shirley Pineo, Chair, Tony Bentley, Bob Best, Jill Cox, Rob Frederick, Scott Geddes Lesley MacDonald, Janet Ness, Emma Van Rooyen, Lorraine McQueen, Secretary

**Regrets:** Jane Bustin, Timothy Habinski, Gregory Heming

**1. Call to order:** The Chair called the meeting to order.

**2. Approval of Agenda:**

Two additions were made to the agenda under new business: a) *In camera* Headquarters Report and b) Copyright transfer offer

**MOTION: It was moved by Lesley and seconded by Bob that the agenda be approved as amended. Approved**

**3. Approval of Minutes of the Previous Meetings:**

**MOTION: It was moved by Lesley and seconded by Bob that the minutes of February 12, 2015 be approved as circulated. Approved**

**4. Business Arising from the Previous Meetings:**

4.1 Headquarters Committee – report moved to in camera session

4.2 Invitations to appoint new Board members – Lorraine reported that she had invited new appointments from:

Annapolis County – reply stated Timothy Habinski, Gregory Heming were current members

Town of Annapolis Royal – will be advertising in the local paper

Town of Windsor – Scott Geddes returned

Province of NS – the Provincial Librarian requested nominations

Members were asked to suggest names for a provincial appointee. Emma will put a notice on Facebook and Lorraine will post the request on the AVRL website.

4.3 By-Laws Review – Draft 2 By-Laws were reviewed and suggestions made. Lorraine will prepare Draft 3 for approval at the June Board meeting.

**5. Reports**

5.1 Finance Committee – Lesley reported that the Committee had met once and had requested staff to seek proposals from our current bank, RBC, Scotiabank and d the Valley Credit Union to address reduced banking fees and the introduction of online banking services. The Committee has reviewed staff's recommendation and is proposing to change banks.

**MOTION: It was moved by Lesley and seconded by Bob that effective June 1, 2015 AVRL retain the services of the Valley Credit Union. Approved**

5.2 Human Resources Committee: Jill reported that the committee had met once and that Jill would act as Chair and that Tony would act as Vice-Chair. In order to prepare for the hiring of a new CEO the following steps are recommended:

- Position Description Approval – April 9/15
- Posting of Position April 13- April 27/15. **ACTION:** Lesley will draft posting notice. Posting will be placed on *Chronicle Herald Cream* and *Career Beacon* in addition to library websites and e-lists.
- Posting costs will be from the advertising budget.
- Selection committee will be Board Chair, Board Vice-Chair and Chair or Vice-Chair of the HR Committee.
- Interviews should include a 10 minute presentation on “The future of AVRL” and an In-basket test
- A short list should be developed by May 1/15
- The interview process should be completed by May 15/15.

**It was agreed** that the Provincial Librarian, Jennifer Evans, be added to the selection committee. Members reviewed the Draft CEO position description and made suggested changes. Concern was expressed that the presentation not be focused exclusively on the AVRL but speak in general of public libraries.

The Draft CEO Position description was reviewed and suggestions made.

**MOTION: It was moved by Jill and seconded by Janet that the CEO Position Description be approved as amended. Approved**

Lorraine will prepare and circulate an approved copy.

5.3 LBANS: - Shirley reported that LBANS was reviewing and amending its By-Laws and needed approval from the AVRL Board to continue with this work.

**MOTION: It was moved by Janet and seconded by Scott that LBANS continue with the development of revised By-Laws and report back to this Board. Approved**

5.4 Interim CEO – Lorraine reported that:

- The provincial government is consolidating IT, procurement and other services. The IT changes will have an effect on the Provincial Library and eventually will impact regional libraries.
- The request for our Board to send an open letter concerning the elimination of the HST rebate on books was withdrawn at the last minute when the government did not proceed

with this measure.

- As requested, staff has reviewed AVRL's outreach delivery of boxes of books to schools and we are recommending that this service cease.
- An AVRL Friends of the Library event is planned for May 24 at Berwick Town Hall and Branch Library to bring all our Friends groups together for the first time.
- I gave a presentation to the Kentville Rotary Club on March 24 on Libraries and Literacy with Angela Reynolds.
- I attended a presentation by Angela and others at Mount St. Vincent on Picture Book Art. Angela is very much respected in children's literature circles and we can be proud of her work in support of youth services in our library
- I will be attending a Council of Regional Librarians in Antigonish on May 14 and 15.

**MOTION: It was moved by Scott and seconded by Bob that the AVRL's delivery service to AVRSB schools end in June 2015. Approved**

#### 5.5 Member Reports

Lesley – Annapolis Royal library is looking for new facilities

Jill – Middleton's girl power group is very successful

Scott – suggested libraries have an opportunity to house VIC's

Shirley – at a recent meeting the Premier expressed his interest in partnerships/shared service development and we need to be on the lookout for opportunities. Library funding continues to shrink and some regions are facing serious problems including lay-offs and branch closures.

Emma – the Kentville Rotary is supporting the Kentville Library project

Tony – close to a decision re the Kentville library – 2 sites are being considered and good news is expected shortly.

Bob – Berwick Branch library will not be housed in the Apple Dome

Rob- Hantsport's new library renovation is on track

**MOTION: It was moved by Tony and seconded by Emma that all reports be received. Approved**

#### **6. New Business**

**MOTION: It was moved by Janet and seconded by Tony to move *in camera* to discuss personnel, negotiations and contract matters. Approved**

**MOTION: It was moved by Scott and seconded by Lesley to move *out-of-camera*. Approved**

#### 6.1 RFP

**MOTION: The Headquarters Committee recommends that the AVRL Board moves forward with negotiations with the Town of Berwick for a new Headquarters location based on the RFP of April 1/15 at \$10.50 sq. ft. Approved**

#### 6.2 Union Certification

The Labour Board is in charge to the Union Certification process and we have no information to report at this time.

6.3 Copyright transfer offer – Angela Reynolds has received an offer from author/illustrators of children’s books to transfer copyright to the AVRL. **It was agreed** request Angela to follow-up on this offer.

**7. Next meeting: PLEASE NOTE - 6PM START TIME**

**The next meeting will be held on Thursday, June 18, 2015 at 6:00pm in the Windsor Library, 195 Albert St., Windsor.**

**8. Adjournment:** The Chair declared the meeting adjourned.

Respectfully submitted,  
Lorraine McQueen, April 14/15