



Annapolis Valley Regional Library Board Meeting
Thursday, April 14, 2016 7:00pm
Port Williams Library

Minutes

Present: Shirley Pineo (Chair), Ann-Marie Mathieu (CEO), Tony Bentley (leaving 8:00pm), Jane Bustin, Janet Ness (Vice-Chair), Bob Best, Peter Muttart, Lesley MacDonald (Treasurer), Scott Geddes, Jill Cox, Timothy Habinski.

Regrets: Sherry Brideau, Pat Power

Absent:

1. Call to order:

The Chair called the meeting to order at 7:00pm.

1.1. Delegation:

MOTION: To Waive Article VI: Public Delegations of the AVRL Board By Laws to allow for a presentation of Mayor Dave Corkum, Town of Kentville.

MOVED BY: Peter Muttart SECONDED BY: Timothy Habinski CARRIED.

Shirley Pineo welcomed Mayor Dave Corkum (Town of Kentville) to the meeting. A discussion of the proposed site for the new Kentville Library proceeded until approximately 8:35pm. (See Appendix A for a summary of the discussion)

2. Approval of Agenda:

Additions to the Agenda included the following:

Item 1.1 Motion to Waive Board By Law Article VI: Public Delegations

Item 5.2 Annapolis Royal Library

Item 6.1.2 RBC Proposal

Item 6.1.3 Audit 2016-2017

Item 6.4 Public Relations Committee

- Item 8.1 Bridgetown Library Expansion
- Item 8.2 Inservice Day
- Item 9.2 Berwick FOL Fundraising Event
- Item 9.2 Annapolis Royal FOL Community Library Design Event

MOTION: **To accept the agenda as amended.**

MOVED BY: **Lesley Macdonald SECONDED BY: Scott Geddes CARRIED.**

3. Approval of Minutes of Previous meeting:

It was noted that Timothy Habinski was present at the February 11, 2016 meeting.

MOTION: **To accept the February 11, 2016 minutes as amended.**

MOVED BY: **Scott Geddes SECONDED BY: Jill Cox CARRIED.**

4. Correspondence and Communications:

- 4.1 Letter from Eastern Counties RL dated February 16, 2016 re: Funding Formula Review
- 4.2 Letter from Western Counties RL dated February 26, 2016 re: Funding Formula Review
- 4.3 Letter from South Shore PL dated February 17, 2016 re: Funding Formula Review
- 4.4 Letter from Colchester-East Hants RL dated February 26, 2016 re: Funding Formula Review
- 4.5 Letter from Cape Breton RL dated March 18, 2016 re: Funding Formula Review
- 4.6 Letter from Minister Tony Ince to Shirley Pineo dated March 8, 2016 re: Funding Formula Review
- 4.7 Article "Libraries feel pinch of zero funding increases" dated March 17, 2016 www.ngnews.ca
- 4.8 Article "Balancing books on two fronts" dated March 20, 2016 Truro Daily News
- 4.9 Article "Libraries facing continued funding freeze" dated March 18, 2016 Amherst News Citizen-Record
- 4.10 Blog Post "Next thing to go is the books" dated March 30, 2016 Nova Scotia Advocate

MOTION: To receive the correspondence and communications, and place them on file.

MOVED BY: Janet Ness **SECONDED BY:** Scott Geddes **CARRIED.**

5. Business Arising from the Previous Meeting:

5.1. Kentville Library relocation:

MOTION: To receive the *Status of the Kentville Library Report*, dated April 14, 2016.

MOVED BY: Peter Muttart **SECONDED BY:** Scott Geddes **CARRIED.**

The Board directed the CEO to prepare a report outlining AVRL's requirements for the Church prior to occupancy. The report was also to identify areas for consideration for future fundraising that are of particular importance to AVRL, that are not included as part of the RFP and Lease Agreement.

5.2. Annapolis Royal Library relocation:

Shirley Pineo reported on the March 2, 2016 site visit to the Annapolis Royal Regional Academy, the proposed site for the new Annapolis Royal Library. Shirley indicated that the space meets AVRL's space requirements, and presents a wonderful opportunity.

6. Committee Reports:

6.1 Finance Committee:

6.1.1. Report from the Finance Committee dated April 14, 2016:

MOTION: To receive the *Finance Committee Report* dated April 14, 2016.

MOVED BY: Lesley MacDonald **SECONDED BY:** Scott Geddes
CARRIED.

Recommendations from the Report:

MOTION: To accept the 2016-2017 Operating Budget as presented.

MOVED BY: Lesley MacDonald **SECONDED BY:** Scott Geddes
CARRIED.

MOTION: To increase the annual compensation rate by 0.4% as per Board Policy, effective April 1, 2016.
MOVED BY: Lesley MacDonald **SECONDED BY:** Scott Geddes
CARRIED.

MOTION: To receive the *PSAS Assessment Review Report and 2016 Initial Communications on Audit Planning Report*, as prepared by Grant Thornton.
MOVED BY: Lesley MacDonald **SECONDED BY:** Scott Geddes
CARRIED.

6.1.2. RBC Proposal:

MOTION: To move AVRL's banking functions to RBC.
MOVED BY: Lesley MacDonald **SECONDED BY:** Peter Muttart
CARRIED.

6.1.3 Audit 2016 - 2017:

Deferred until the June 9, 2016 Board Meeting.

6.2 Headquarters Committee:

MOTION: To move in to *In Camera*.
MOVED BY: Timothy Habinski **SECONDED BY:** Bob Best **CARRIED.**

MOTION: To move out of *In Camera*.
MOVED BY: Timothy Habinski **SECONDED BY:** Lesley MacDonald
CARRIED.

6.2.1 Report from the HQ Committee dated April 14, 2016:

MOTION: To receive the *HQ Committee Report* dated April 14, 2016.
MOVED BY: Janet Ness **SECONDED BY:** Lesley MacDonald
CARRIED.

6.2.2 Lease Agreement Report:

Recommendations from the Report:

MOTION: To accept the Lease Agreement (Version 4) as presented.

MOVED BY: Janet Ness **SECONDED BY:** Peter Muttart **CARRIED.**

MOTION: To direct the CEO to execute the Lease Agreement upon ratification with the Town of Berwick.

MOVED BY: Janet Ness **SECONDED BY:** Lesley MacDonald **CARRIED.**

6.3 Human Resources Committee:

6.3.1 Report from the Human Resources Committee dated April 14, 2016:

It was noted that the correct date on the Progress Chart for HR Recommendations was March 16, 2016 and not March 09, 2016.

MOTION: To receive the *HR Committee Report* dated April 14, 2016 as amended.

MOVED BY: Jill Cox **SECONDED BY:** Peter Muttart **CARRIED.**

Recommendations from the Report:

MOTION: To adopt the *Respectful Workplace Policy (Version 2 dated February 8, 2016)* as presented, and to direct the CEO to implement it immediately after adoption.

MOVED BY: Jill Cox **SECONDED BY:** Timothy Habinski **CARRIED.**

MOTION: To receive the *Progress Chart for HR Recommendations* dated March 16, 2016.

MOVED BY: Jill Cox **SECONDED BY:** Janet Ness **CARRIED.**

6.4 Public Relations Committee:

It was agreed that the Committee should develop a strategy to address any media requests regarding the Library Funding Review Report. The CEO will include it on the agenda for the next Joint Committee meeting.

6.5 Vehicle Committee:

Nothing to report.

6.6 LBANS:

6.6.1 Special Resolution 2016 #1:

MOTION: To accept the Special Resolution 2016 #1 as detailed in the letter [not dated] from G. Douglas Vaisey, Secretary-Treasurer Library Boards Association of Nova Scotia (LBANS).

MOVED BY: Janet Ness **SECONDED BY:** Scott Geddes **CARRIED.**

6.6.2 LBANS Response to the Funding Review Report:

Nothing further to report at this time. The next meeting of LBANS is scheduled for June 11, 2016.

7. Report(s) from the Chief Executive Officer:

7.1 Financial Statement for April 1, 2015 - March 31, 2016:

MOTION: To receive the *Financial Statement* for April 1, 2015-March 31, 2016 as presented.

MOVED BY: Timothy Habinski **SECONDED BY:** Scott Geddes **CARRIED.**

7.2 Performance Measures:

It was noted that six of the AVRL Branch Libraries had witnessed an increase in circulation year-over-year. The CEO informed the Board that two working groups had been struck to examine 1. Barriers to Service, and 2. Circulation Trends (and how to increase circulation).

MOTION: To receive the *Performance Measures Report* for April 1, 2015-March 31, 2016 as presented.

MOVED BY: Timothy Habinski **SECONDED BY:** Scott Geddes **CARRIED**

7.3 Report from the CEO:

MOTION: To receive the Report from the CEO dated for April 1, 2016.

MOVED BY: Timothy Habinski **SECONDED BY:** Scott Geddes **CARRIED**

8. New Business:

8.1. Bridgetown Library Expansion:

The Ann-Marie gave a status update on the Bridgetown Library expansion project. Ann-Marie will be making a presentation to the Annapolis County Council on May 10, 2016 regarding the Bridgetown project, and the value of libraries.

9.2. Inservice:

Ann-Marie informed the Board that the AVRL Inservice is scheduled for Monday, June 6, 2016.

10. Roundtable/Member Report:

Deferred.

11. Date of Next Meeting:

The next Joint Committee Meeting will be held on May 17, 2016 from 5:00pm - 7:00pm at the Berwick Apple Dome. The next Board Meeting will be held on Thursday, June 9, 2016 at 7:00pm at the Windsor Library.

12. Adjournment:

MOTION: To adjourn the meeting at 9:33pm.

MOVED BY: Bob Best **SECONDED BY:** Scott Geddes **CARRIED**

APPENDIX A: Summary of the Presentation by Mayor Dave Corkum and Mark Phillips

Mayor Corkum shared the following information:

- The work to replace the library started several years ago.
- County of Kings were not paying anything for the operating costs but represent over 50% of the users. Now they have negotiated a deal.
- Kentville's first choice was the new build on Riverside - the County's first choice was the Church.
- Kentville decided to go with the County's suggestion for the Church.
- Kentville has been negotiating with the owner of the property and has an agreement with the County that they will share operating costs up to 50% of \$16.50.
- Cleaning costs will add an additional cost of approximately \$8,000 per annum.
- Kentville will be paying 55% of the costs versus the County at 45%.
- There is a list of things being asked for, over and above, that amount to approximately \$200,000.
- If the County walks away from this deal, Kentville cannot afford to spend \$70-80 for a Library - the whole project could be put in jeopardy.
- Kentville needs to sign a lease, so it is not debatable on the "other stuff".
- Kentville cannot afford a washroom on the main floor, even though it is a practical request.
- \$50,000 may be available from Kentville.
- Rotary could also contribute as well.
- Anything above the \$16.50 will have to be raised separately.
- The space will be twice the size and ten times as nice as what currently exists.
- It will not be a Halifax Library because Kentville can't afford it.
- Town of Kentville will be taking responsibility for the lease.
- Kentville will provide what is necessary, but nothing beyond that.
- Any issues relating to safety will need to pass an inspection for the building code.
- If the County walks away, there will be no Library.
- Kentville is not prepared to look at another location at this time.

Mark Phillips shared the following information:

- Wheelchair accessibility to the "shared kitchen" is not currently available.
- Access to the kitchen is not something that was asked for as part of the RFP, and will not be addressed in the near future.
- Places accessible for the public will be wheelchair accessible.
- Places accessible for the staff will not be wheelchair accessible.
- Community room was not considered to be part of the lease (or the RFP).
- Access for deliveries will be via the lift.

- The developer is responsible for meeting the core lighting specifications.
- It is Kentville's responsibility to secure the space and get the lease finalized.
- There are three streams of expenditures - leasing costs, costs to improve accessibility, and costs to outfit the Library.
- Confident that the project will see \$50,000 from the Town and \$50,000 from the Rotary Club.
- The Church and Choir area represents approximately 3,865 sq.ft.
- Washroom and kitchen represent an additional 1,200 sq.ft. but are not being paid for as part of the lease.
- The choir area could be the community room space.
- There is no other space available within the complex for library programming.
- The book drop will be from the existing site.
- It is likely more probable that Kentville would find a temporary location for the current library if the facility's problems worsen.
- Heat pumps will be installed as supplementary heating for the winter.
- The Town needs assurance from the AVRIL that the space is suitable for a library.
- Town needs an MOU with the County that they will provide the agreed upon funding for the life of the lease.
- The County is a funding partner, and not a co-signer on the lease.
- Mark is satisfied that the washrooms in the basement satisfy the legal requirements.