



Annapolis Valley Regional Library

Board Meeting

Thursday, April 13, 2017

7:00 p.m. - 9:20p.m.

Council Chambers, Berwick Town Office

236 Commercial Street, Berwick

Minutes

PRESENT: Shirley Pineo, Pat Power, Lesley MacDonald, Lynn Pulsifer, Jane Bustin, Jill Cox, Alex Morrison, Ann-Marie Mathieu

REGRETS: Janet Ness, Shelley Bibby

ABSENT: Bob Best

1. Call to order:

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

2. Guest(s):

There were no guests.

3. Approval of Agenda

MOTION: It was moved by Jill Cox and seconded by Jane Bustin that the agenda be approved with the following addition. **CARRIED.**

Item: 7.3.1 Permission to destroy the survey materials from the 1st Staff Satisfaction Survey.

4. Approval of Minutes of the Previous Meeting:

MOTION: It was moved by Lesley MacDonald and seconded by Jane Bustin that the minutes of the December 8, 2016 meeting be approved. **CARRIED.**

5. Correspondence and Communications

- 5.1 Middleton Letter - Jill Cox
- 5.2 Email from Sherry Brideau dated February 22, 2017 resignation from the AVRL Board
- 5.3 Email from Tracey Taweel - Deputy Minister, CCH grant of \$52,667
- 5.4 Letter from Keith Irving, MLA Kings South
- 5.5 Letter from ECRL re: MCC One-time grant
- 5.6 Letter from ECRL re: Provincial Librarian Appointment

MOTION: It was moved by Pat Power and seconded by Lesley MacDonald to accept all correspondence (Items 5.1-5.6). CARRIED.

[FOLLOW-UP: Ann-Marie Mathieu will inform the Acting Provincial Librarian of Sherry Brideau's resignation.]

6. Business Arising from the Previous Meeting:

6.1 Kentville Library Project:

Lynn Pulsifer (Kentville Representative) and Ann-Marie Mathieu (AVRL CEO) provided a verbal update on the status of the Kentville Library Project. Shirley Pineo provided an overview of a meeting with Kentville representatives (Mayor Sandra Snow, Rachel Bedingfield [Director of Recreation], and Mark Phillips [CAO]) that she, Janet Ness, and Angela Reynolds attended to discuss the project, and ways to improve communication and cooperation. Lynn Pulsifer, Kentville Councillor and AVRL Board member was also in attendance.

6.2 Berwick Library Project:

Jane Bustin (Berwick Representative) and Ann-Marie Mathieu provided a verbal update on the completed Berwick Library Project. The circulation and attendance figures have increased dramatically, and the feedback from the community has been extremely positive regarding the new library space.

6.3 Annapolis Royal Project:

Pat Power (Annapolis Royal Representative) and Ann-Marie Mathieu provided a verbal update on Annapolis Royal Library Project.

An Open House, hosted by the Friends of the Annapolis Royal Library, is scheduled for Saturday, April 22, 2017 at the Academy - more details to follow.

The *Annapolis Valley Library Facility Report* dated March 16, 2017 was distributed and discussed via email. The following motion was part of the electronic deliberations:

6.3 Annapolis Royal Project: Continued...

MOTION: The AVRL supports the project for moving the Annapolis Royal Library into the Academy, and will continue the partnership with the Town of Annapolis Royal as outlined in the Agreement of January 2, 1949.

MOVED BY: Pat Power **SECONDED BY:** Janet Ness **CARRIED:** March 20, 2017¹

MOTION: It was moved by Pat Power and seconded by Lesley MacDonald to receive the electronic motion pertaining to the support for the Annapolis Royal Library Project, approved March 20, 2017 into the official AVRL record. **CARRIED.**

7. **Committee Reports:**

7.1 **Executive Committee:**

7.1.1 Meetings with MLAs to discuss Library Funding:

Shirley Pineo and Ann-Marie Mathieu reported on the meetings with Keith Irving (January 13, 2017), Leo Glavine (January 16, 2017), Stephen McNeil (January 16, 2017) and Chuck Porter (January 17, 2017). It was generally agreed that providing the MLAs with information pertaining to nine years of no budget increases, and the potential negative impact this lack of sustainability will have on AVRL operations, was beneficial.

7.1.2 EX-0045 Computer and Internet Access Policy:

MOTION: It was moved by Lesley MacDonald and seconded by Jill Cox to approve the Computer and Internet Access Policy [EX-0045]. **CARRIED.**

7.1.3 AVRL Standing and Ad Hoc Committees:

The AVRL Board Slate of Officers/Committee Members as of February 12, 2015 were distributed and discussed. [NOTE: These represent the most current version]. There was general agreement that Headquarters Committee and the Vehicle Committee were no longer needed. AVRL Committees, structure and membership, will be included on the agenda of the next Joint Committee Meeting.

7.1.4 MOU AVRL and Kentville:

The MOU between AVRL and the Town of Kentville has been deferred to a future meeting.

¹ Electronic Motion

7. Committee Reports: Continued

7.2 Finance Committee:

7.2.1 2017-2018 Budget:

MOTION: It was moved by Lesley MacDonald and seconded by Lynn Pulsifer that the 2017-2018 Budget be approved as presented. CARRIED.

The 2017-2018 Budget includes the following decisions:

- a) The Salary/Wage Policy (Section 04) states "The Board is committed to reviewing Salaries/Wages on an annual basis. The Salary/Wage increase will be based on the percentage increase from the Province of Nova Scotia, not to exceed the Consumer Price Index for all items..." The Provincial allocation for 2017-2018 remains unchanged from the previous year. As such, there will be no changes to the salary/wage component.
- b) The one-time grant from the Province of Nova Scotia has been applied to the 2017-2018 Budget.

7.2.2 Outstanding Travel Claims

[Information Only] Ann-Marie Mathieu requested that any outstanding travel claims be submitted as soon as possible.

7.3 Human Resources Committee:

7.3.1 Staff Engagement Survey Results from 2014-2015:

MOTION: It was moved by Jill Cox and seconded by Jane Bustin that Shirley Pineo be authorized to destroy all survey information collected as part of the Staff Engagement Survey (2014-2015). CARRIED.

7.4 Headquarters Committee:

7.4.1 Tour of the Facility

Deferred to the next meeting due to lack of time.

7.4.2 Berwick Grand Opening Wednesday, February 22, 2017

Deferred to the next meeting due to lack of time.

7.5 Public Relations Committee:

7.5.1 Report from Janet Ness dated April 13, 2017:

MOTION: It was moved by Alex Morrison and seconded by Lesley MacDonald that the Board receive the *Report from Janet Ness* dated April 13, 2017. CARRIED.

MOTION: It was moved by Alex Morrison and seconded by Lesley MacDonald that the Board works with the Chief Executive Officer to develop a multi-year plan to include an Advocacy Direction, Brand Identification Direction, and Marketing Opportunities Direction. CARRIED.

7. Committee Reports: Continued

7.6 Vehicle Committee:

There was nothing to report at this time.

7.7 LBANS:

7.7.1 LBANS Representative Report:

Shirley Pineo reported on the January 21st, 2017, and February 21st, 2017 Meetings. A meeting with the Deputy Minister is being scheduled.

7.7.2 Workshop Proposal:

MOTION: It was moved by Lesley MacDonald and seconded by Jane Bustin that the Board accept the recommendations as proposed in the *LBANS Library Board Development Workshops Report*. CARRIED.

7.7.3 LBANS/CORL Joint Meeting:

The LBANS/CORL Joint Meeting of February 25th, 2017 was discussed. Information Only - *The Action Items from the Joint LBANS/CORL Meeting of February 25, 2017 Report*, as prepared by Shirley Pineo and Ann-Marie Mathieu, was distributed and discussed.

7.7.4 NSLA/LBANS Joint Conference Sept 29-Oct1, 2017

AVRL is hosting the NSLA/LBANS Joint Conference this year. It will be held at the Annapolis Basin Conference Center September 29th - October 1st. Further details will be forthcoming at the June 15th Board Meeting.

7.7.5 NSLA President - Information re: Libraries 150:

The *Libraries 150 Report*, as prepared by Cindy Lelliott (President, NSLA) for Jimmy MacAlpine (LBANS), was distributed and discussed.

8. Reports from the Chief Executive Officer:

8.1 Financial Statements:

The Financial Statement for the period April 1, 2016 -March 31, 2017, and Reserve Balances for March 31, 2017 were distributed and discussed.

Of particular note was the following:

- a) The cost for the Berwick move was approximately \$13,402. [PLEASE NOTE - the costs for the new telephone system have not been included in this estimate]
- b) The Salaries/Benefits expenditures were significantly under budget as a result of staffing position reductions at the Administration Office.

8. Reports from the Chief Executive Officer: Continued

8.2 Performance Measures (Statistics):

The Performance Measures April 1, 2016- March 31, 2017 were distributed and discussed. Of note was that 9.17% increase in circulation - 615,651 for 2016-2017 versus 563,934 2015-2016.

8.3 Strategic Directions 2017-2020:

The *Strategic Directions Report 2017-2020*, as prepared by Ann-Marie Mathieu and dated April 13, 2017, was distributed and discussed.

The section of the Report with the heading "NEXT STEPS" provided the following information and proposed motions:

PROPOSED MOTION: To accept the Mission Statement *"The Annapolis Valley Regional Library builds strong communities through the sharing of places for connections and collections."*

PROPOSED MOTION: To accept the Vision Statement *"Our Vision is to provide innovative services that contribute to the quality of life, affirm our sense of community, and enhance our spirit of discovery and lifelong learning"*.

PROPOSED MOTION: To accept the *Strategic Directions 2017-2020*.

One final component to this exercise is the development of "Values Statements" - which represent who we are, and what we do as an organization. Our shared values will describe, define and inspire us - becoming a reflection of AVRL. If the above motions are accepted, I plan to provide an overview to staff at the May 29th, 2017 AVRL Inservice. As part of that discussion, I will be leading a session on developing "Values Statements" to compliment the new Mission, Vision and Strategic Directions. I will bring the results of that staff consultation to the Board for the June 8th Meeting for consideration.²

MOTION: To accept, in principle, the Motions as detailed in the Strategic Directions 2017-2020 Report (see above), and to eagerly await the results of the Values Statements development (Inservice 2017), so that the Board may approve the Mission, Vision, Values, and Strategic Directions in totality.

MOVED BY: Lesley MacDonald SECONDED BY: Alex Morrison. CARRIED.

² Strategic Directions 2017-2020, April 13, 2017.

8. Reports from the Chief Executive Officer: Continued

8.4 Wolfville Library Needs Assessment Report:

[Information Only] The Wolfville Library Needs Assessment Report, as prepared by Ann-Marie Mathieu and Angela Reynolds, dated March 1, 2017 was provided to the Board for information only. Ann-Marie Mathieu and Janet Ness are scheduled to present this report to the Town of Wolfville (Committee of the Whole) on May 2nd, 2017 8:30am. Depending upon the outcome of the presentation, the report will be made available to the staff and public accordingly.

8.5 Presentation to the Kingston Village Commission:

Ann-Marie Mathieu, and Andrea Leeson (Branch Manager - Kingston) made a presentation to the Kingston Village Commission on April 5, 2017. The purpose of the presentation was to provide an overview of roles and responsibilities for AVRL and the Village Commission, statistical measures, and information on the impact of the library in the community. A copy of the power point presentation was provided to the Board as information only.

8.6 ERC Benefits Survey:

As per Board request from the September 8, 2016 Board Meeting, the Employee Relations Committee has begun the development of the Staff Benefits Survey. The results of the survey will be available for the September 14, 2017 Board Meeting.

8.7 AVRL Inservice 2017:

The AVRL Staff/Board Inservice has been scheduled for May 29 (all day) in Berwick - details to follow.

8.8 Programs/Partnerships of Interest:

Deferred to a future meeting due to lack of time.

8.9 CEO Schedule:

The CEO schedule includes a CORL Meeting with Deputy Minister to discuss Culture Action Plan May 12th, the APLA Conference May 23-26, and the CORL Spring Meeting May30-June 1.

9 New Business:

9.1 Ministry of CCH - Culture Action Plan:

Shirley Pineo and Ann-Marie Mathieu attended the *Culture Action Plan* launch in Halifax on Wednesday, February 22, 2017. The Culture Action Plan was distributed - further discussion to follow.

9.2 Nova Scotia Public Libraries Annual Report 2015-2016:

The Nova Scotia Public Libraries Annual Report 2015-2016 was distributed - further discussion to follow.

10. Member Reports (Roundtable):

Member Reports (Roundtable) was deferred due to lack of time.

11. Next meeting(s):

The date of the next Board meeting has been scheduled for Thursday, June 15, 2017 7:00pm -9:00pm Location TBA.

The date of the next Joint Committee Meeting has been scheduled for Wednesday, May 17th, 2017 4:30pm-6:30pm. Location is Berwick Town Office - Council Chambers.

12. Adjournment:

Motion: It was moved by Jill Cox and seconded by Lynn Pulsifer that the meeting be adjourned at 9:20pm. CARRIED.

Minutes prepared by Ann-Marie Mathieu
CEO/Secretary to the AVRL Board