



## **Annapolis Valley Regional Library**

**Board Meeting**

**Thursday, April 05, 2018**

**5:00 p.m. - 7:00p.m.**

**Council Chambers, Berwick Town Office**

**236 Commercial Street, Berwick**

# **Minutes**

**PRESENT:** Shirley Pineo, Janet Ness, Lesley MacDonald, Lynn Pulsifer, Jane Bustin, Jill Cox, Alex Morrison, Meg Hodges, Ann-Marie Mathieu.

**REGRETS:** Pat Power, Shelley Bibby.

**GUESTS:** There were no guests

**1. Call to order:**

The meeting was called to order at 5:00pm by Shirley Pineo, Chair.

**2. Guests/Presentations:**

There were no guests/presentations.

**3. Approval of Agenda**

The following items were added to the agenda:

8.4 Report from the Membership Committee

8.5 One Card Nova Scotia - Proposal and Grant

9.1 Retirement Party for Kingston Branch Manager

**MOTION: That the agenda be approved with the proposed additions.**

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

**4. Approval of Minutes of the Previous Meeting:**

The date was corrected to "Thursday, February 08, 2018".

**MOTION: That the minutes of the February 08, 2018 meeting be approved as presented.**

**MOVED BY: Jane Bustin              SECONDED BY: Lynn Pulsifer              CARRIED.**

## 5. Correspondence and Communications

### Sent:

- 5.1 March 2, 2018 Letter from Shirley Pineo to Mayor Sandra Snow Re: Kentville Library lighting deficiencies

### Received:

- 5.2 February 20, 2018 - Letter from Deputy Minister Taweel re: One-Time Grant of \$52,667 for the 2018-2019 Fiscal Year
- 5.2 March 15, 2018 - Letter from CBRL to LBANS
- 5.3 March 19, 2018 - Letter from Colin Fraser re: 150 Books of Influence
- 5.4 March 19, 2018 - Letter from Minister Glavine re: Grant Approval
- 5.5 March 19, 2018 - Letter from Rachel Bedingfield re: Kentville Library lighting deficiencies

**MOTION: To receive the correspondence.**

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

## 6. Business Arising from the Previous Meeting:

### 6.1 Kentville Library Project - Verbal Update by the CEO and the Board Representative:

The lighting issue in the Kentville Library has yet to be resolved. Additional lights have been installed, and more are scheduled to be installed in the next few weeks. Once the additional lights have been installed, the lighting levels will be re-tested.

### 6.2 Annapolis Royal Project - Verbal Update by the CEO:

Ann-Marie Mathieu reported that the:

1. The Town continues to negotiate the costs with the vendor.
2. The Town unanimously approved the following motion "to approve additional funding to a maximum of \$200,000 in relation to the Library and Innovation Lab project, to be included in the 2018-2019 capital budget and be contingent on ACOA, through the ICF program, providing the balance of the additional estimated funding required".
3. Joint Stocks has reserved the name "The Academy Lab Association".
4. The proposed completion date is the beginning of July 2018. [UPDATE: the completion date has been revised to the beginning of September 2018.]

### 6.3 Wolfville Public Consultation - Verbal Update by the CEO and Board Representative:

Janet reported that the Wolfville Public Consultation Report was presented to the Wolfville Council on April 3, 2018. Council has endorsed Janet to proceed with reforming the Friends of the Wolfville Library.

## 7. Committee Reports:

### 7.1 Executive Committee (Shirley Pineo, Chair):

There was nothing to report.

7.2 Finance Committee (Lesley MacDonald, Chair):

7.2.1 Operating Budget 2018-2019:

The proposed Operating Budget for 2018-2019 was reviewed.

**MOTION: To accept the Operating Budget 2018-2019 and Report from the March 01, 2018 Meeting as presented.**

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

7.3 Human Resources Committee (Jill Cox, Chair):

7.3.1 There was nothing to report.

7.4 AVRL Advocacy and Development Committee (Janet Ness):

7.4.1 December 14, 2017 Meeting Report:

The Advocacy and Development Committee Report from the December 14th, 2017 meeting was discussed. The Board discussed the need for diversity on the Board. It was agreed that the Board welcomes diversity, and strives to have representation from all groups.

7.4.2 AVRL and the Culture Action Plan Report:

The *AVRL and the Culture Action Plan Report* was discussed.

7.5 LBANS (Alex Morrison, Board Representative):

7.5.1 LBANS Representative Report:

The joint NSLA/LBANS Conference is scheduled for September 28-29, 2018 at the Grand Hotel in Yarmouth.

The next LBANS meeting is scheduled for April 21st, 2018. Alex has asked Janet to attend the meeting to provide an overview of AVRL's advocacy initiatives.

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**MOTION: To accept all Committee Reports.**

**MOVED BY: Jill Cox      SECONDED BY: Meg Hodges      CARRIED**

**8. Reports from the Chief Executive Officer:**

8.1 Financial Statements:

8.1.1 Financial Statement April 1, 2017 - March 15, 2018:

The Financial Statement Report for the period April 1, 2017 - March 15, 2017 was discussed.

8.1.2 Deferred Revenue/Reserves Balances March 21, 2018:

The Deferred Revenue/Reserves Balances Report, as of March 21, 2018, was discussed.

**MOTION: To accept the Financial Statements.**

**MOVED BY: Lesley MacDonald SECONDED BY: Lynn Pulsifer CARRIED**

8.2 Performance Measures (Statistics):

The Performance Measures for the period April 1, 2017 - February 28, 2018 were presented. Of note 1.70% increase in circulation for this period, year-over-year, and the 5.09% increase in hours of computer use for the system for this period, year-over-year.

8.3 CEO Report for the April 05, 2018 Board Meeting:

The CEO Report dated April 05, 2018 was discussed.

8.4 Report from the Membership Project Team:

The Report from the Membership Project Team was distributed and discussed. As part of AVRL's Strategic Directions 2017-2020, a membership drive was identified as an objective.

**MOTION: To accept Reports 8.2 - 8.4 from the CEO.**

**MOVED BY: Jill Cox SECONDED BY: Meg Hodges CARRIED**

8.5 One Card Nova Scotia Proposal and Grant:

The One Card NS Proposal was distributed and discussed. Funding (\$93,000) for the One Card NS Phase 1 Feasibility Study was approved under the Culture Innovation Fund.

**9. New Business:**

9.1 The Board was invited to attend the retirement of the Kingston Branch Manager - April 19, 2018.

**10. Member Reports (Roundtable):**

- ✓ Wolfville: Janet reported that she is proceeding with the reforming of the Friends Group.
- ✓ Kentville: Lynn reported to Kentville Council on recent partnerships, presented copies of the 150 Books of Influence to each Councillor, and shared the letter from Colin Fraser regarding the 150 Books of Influence.
- ✓ Berwick: Jane reported that the Branch is very busy.
- ✓ Annapolis County: Alex reported that he is presenting the 150 Books of Influence to friends currently residing in Europe.
- ✓ Middleton: Jill mentioned that she had attended the Middleton Council meeting and had demonstrated the Be Fit Kit 2.0, and the 150 Books of Influence.
- ✓ West Hants: Shirley reported that she proudly wears her AVRL tee-shirt out in the community, and uses it to advocate for the AVRL and libraries in general.

**11. Next meeting(s):**

The next regular Board Meeting is scheduled for **Thursday, June 14th, 2018 - 5:00pm-7:00pm**  
**in Berwick Council Chambers.**

**12. Adjournment:**

**MOTION: That the meeting be adjourned at 7:10pm.**

**MOVED BY: Lesley MacDonald      SECONDED BY: Lynn Pulsifer      CARRIED.**

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