



## **Annapolis Valley Regional Library**

**Board Meeting**

**Thursday, April 11, 2019**

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

**Council Chambers, Berwick Town Office**

**236 Commercial Street, Berwick**

# **Minutes**

**PRESENT:** Janet Ness, Lynn Pulsifer, Kathy Monroe (Alternate for West Hants), Jill Cox, Pat Power, Meg Hodges, Alex Morrison, John Bregante, Ty Walsh (Alternate for Berwick), Lesley MacDonald, Ann-Marie Mathieu.

**REGRETS:** Tanya Leopold, Jane Bustin.

**GUESTS:** There were no guests.

**1. Call to order:**

The meeting was called to order at 5:00 pm by Janet Ness, Vice-Chair. Kathy Monroe was welcomed to the meeting.

**2. Guests/Presentations:**

There were no guests.

**3. Approval of Agenda:**

Additions

- 5.1 Provincial Appointee
- 5.2 Email from Keith Irving
- 5.3 Letter to Deputy Minister Tracy Taweel
- 7.1.2 Funding Formula
- 8.4 Inservice Training
- 9.1 Young Canada Works Grant
- 9.2 "Muggle Magic" Program
- 9.3 Acknowledgment of former AVRL Chair - Shirley Pineo

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

**MOVED BY:** John Bregante **SECONDED BY:** Meg Hodges **CARRIED.**

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

6.2 The date was corrected to February 15, 2019

**MOTION: That the minutes of the February 14, 2019 meeting be approved as amended.**

**MOVED BY: Med Hodges SECONDED BY: Jill Cox CARRIED.**

**5. Correspondence and Communications**

Received:

5.1 Letter from Minister Glavine apprising the Board that Colin Bowers (resident of Wolfville) had been appointed to the AVRL Board, effective March 29th, 2019 for a three year term.

5.2 Email from Keith Irving (MLA Kings South) requesting a meeting with the Vice-Chair and CEO to discuss AVRL and current library facility projects.

Sent:

5.3 Letter to Deputy Minister Tracy Taweel providing the Board's feedback on the proposed funding formula.

**MOTION: To receive all correspondence.**

**MOVED BY: Lynn Pulsifer SECONDED BY: John Bregante CARRIED**

**6. Business Arising from the Previous Meeting:**

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

Lynn Pulsifer reported that there was nothing to report on the accessibility review undertaken by the Town of Kentville. This continues to be a work is in progress.

6.2 Wolfville Project - Verbal Update from the CEO and Board Representative:

The project is moving forward. Janet reported that the Working Group has been meeting monthly. The aim of the first stage is to get the Working Group Report to Council for their approval by May/June 2019. Next steps include public consultations and an online survey. All relevant documents, including a promotional video, are available on the AVRL Website under the Wolfville Branch page.

6.3 Kingston Library - Verbal Update from the CEO:

Ann-Marie reported that a grant application has been submitted to the Ministry of Communities, Culture, and Heritage (CCH). The Village CAO has indicated a timetable of twelve months for completion of this project.

**7. Committee Reports:**

**7.1 Executive Committee (Janet Ness, Vice-Chair):**

**7.1.1 AVRL Board By-Laws Review:**

The Executive Committee had an open meeting at 4:00pm prior to this Board Meeting - the purpose was to discuss the proposed amendments to the AVRL Board By-Laws.

**MOTION: That Article III Section 5 be amended to read as follows...  
No former staff member of the AVRL shall be appointed to the Board within a period of five years from the date of the separation from service with the AVRL.**

**MOVED BY: Jill Cox   SECONDED BY: Lynn Pulsifer   CARRIED.**

**MOTION: That Article IV Section 1 be amended to read as follows...  
Section 1: The Officers of the Board shall be a Chair, a Vice-Chair, and a Treasurer who shall be elected by a majority vote at the Annual Meeting for the coming year. In the event that the Chair becomes vacant, the Vice-Chair will assume the Chair, and an election shall be held for the Vice-Chair position at the next regular board meeting. In the event that the Vice-Chair, or the Treasurer positions become vacant, an election shall be held at the next regular board meeting.**

**Election of the Officers:**

- 1. The CEO shall conduct the ballot counting, if required, for the Officers of the Board.**
- 2. The election of all Officers requires a majority vote, which is defined as "votes cast by fifty percent plus one of members present";**
- 3. The CEO shall act as Chair pro tem for the election of the Chair for the current year and shall call for nominations. There shall be a seconder for all nominations, and an acceptance of the nomination from the individual;**
- 4. Nominations shall be closed by motion made and seconded;**
- 5. If only one member has been nominated, that member shall be declared elected;**
- 6. If more than one member has been nominated, they shall be elected by secret ballot. Prior to the vote being taken, each nominee shall be given up to 5 minutes to speak to the nomination. Candidates shall be called upon in alphabetical order of their surname. The member receiving the majority shall be declared elected, but the count will not be disclosed;**

7. Should no member receive a majority vote, the CEO shall declare so, and balloting shall continue until the Officer is elected, with a majority vote.
8. If after three attempts, there remains a tie, the names of the nominees that are tied shall be placed in a container and drawn by the CEO, who shall then declare the member elected.

**MOVED BY: Jill Cox SECONDED BY: John Bregante CARRIED**

**MOTION: That Article IV Section 3 be removed from the By-laws.**

**MOVED BY: John Bregante SECONDED BY: Meg Hodges CARRIED.**

**MOTION: That Article X: Standing Committees be amended to read as follows...**

**Section 1: Standing Committees of the Board shall be:**

**Finance – Members: Treasurer (Chair) and Board members**

**Human Resources: Members: Chair and Board members**

**Advocacy and Development: Members: Chair and Board members**

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

**MOTION: That the changes to the By-Laws be sent out to the Board for review prior to the AGM.**

**MOVED BY: John Bregante SECONDED BY: Meg Hodges CARRIED.**

7.1.2 Proposed Funding Formula:

There has been no official notification regarding the proposed Funding Formula. Core services will be developed and a means to measure.

**MOTION: That AVRL request that the Provincial Librarian convene a meeting of the Chiefs and Chairs to discuss the funding formula, core services and how we move forward in implementing the new funding formula.**

**MOVED BY: Meg Hodges SECONDED BY: Ty Walsh CARRIED.**

7.2 Finance Committee (Lesley MacDonald, Chair):

7.2.1 There was nothing to report.

7.3 Human Resources Committee (Jill Cox, Chair):

7.3.1 There was nothing to report.

7.4 The Advocacy and Development Committee (Janet Ness, Chair):

7.4.1 Update from the ADC Chair:

The April 4th, 2019 Meeting Report of the ADC was discussed.

7.5 LBANS (Alex Morrison, Board Representative):

7.5.1 LBANS Representative Report:

Alex Morrison reviewed the mandate of LBANS with the group. The last meeting was March 30th, 2019. Alex Chaired the March 30th meeting, and has been asked to Chair the next meeting. LBANS' priority for the past two years has been the Grade 4 Library Card initiative. Detailed steps for the plan have not been developed - that will come after the consultation with the Province (Ministry of Education) has been completed.

LBANS is going to be sending out a request for interested individuals to assist LBANS in the development of Library Month activities.

There was discussion during the roundtable of the March 30th, 2019 meeting about salaries and benefits paid to library staff.

The APLA Conference is scheduled for June 5th-8th in St. John's Newfoundland.

The NSLA/LBANS Conference is scheduled October 18th-20th, 2019, and is being hosted by South Shore PL.

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

**MOVED BY: Jill Cox      SECONDED BY: Pat Power      CARRIED.**

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

8.1 Financial Statement(s):

8.1.1 Financial Statements:

The Financial Statement for the period of April 1, 2018 - March 31, 2019 was discussed.

8.1.2 Deferred Revenue/Reserves Balances Report(s):

The Deferred Revenue/Reserves Balances Report for March 31, 2019 was discussed.

**MOTION: To receive Reports from the CEO.**

**MOVED BY: Lynn Pulsifer      SECONDED BY: Ty Walsh      CARRIED**

8.2 Performance Measures (Statistics):

The Performance Measures Report for the period April 1, 2018 - March 31, 2019 was discussed.

8.3 OneCardNS:

The CEO provided an update on the One Card NS Plan C proposal. At this point AVRL, Western Counties, Cumberland, South Shore, Colchester East Hants, Eastern Counties, and Pictou Antigonish have decided to proceed with implementation of the One Card NS Plan C proposal. Cape Breton will be given until April 17th to join the group without conditions, if they so chose to do prior to the grant application [NOTE: On April 11, 2019, Cape Breton Regional Library approved a motion to join the consortium.]

8.4 InService:

The InService is scheduled for Monday, May 27th, 2019.

9. **New Business:**

9.1 Young Canada Works Grant:

AVRL has received a \$2,500 Young Canada Works grant to support the Summer Reading Club.

9.2 Muggle Magic Fundraising Event:

The Harry Potter Trivia Night fundraising event is scheduled for April 27th, 2019.

9.3 Recognition of Shirley Pineo's Service to the AVRL:

**MOTION: That the services of Shirley Pineo, to the Annapolis Valley Regional Library system, be suitably recognized on the day of the Annual General Meeting (June 13, 2019)**

**MOVED BY: Alex Morrison SECONDED BY: Jill Cox CARRIED.**

**MOTION: That the Vice-Chair and CEO have up to \$250 to purchase a gift on behalf of the Board.**

**MOVED BY: Jill Cox SECONDED BY: Lynn Pulsifer CARRIED.**

9.4 Book Bikes:

The book bikes are available for borrowing, and Annapolis Royal have received theirs.

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

- ✓ Wolfville: Work on the Feasibility Study continues.
- ✓ Kentville: Community Room is always busy. There are no active Friends of the Library at this time. Staff are planning for the installation of an art wall. There is a book club on-site
- ✓ Berwick: Muggle Magic is the biggest thing going on at this moment. The Town of Berwick actively promotes library events, and are really happy with what the library is providing to the community.
- ✓ Kings County: Kings County has scheduled a CoW Meeting the second Thursday of every month, starting at 6:00pm.

- ✓ Annapolis Royal: The Friends of the Library announced the development of the Annapolian Press to feature local authors.
- ✓ Annapolis County: Council remains supportive of the libraries. Alex appreciates the Speakers Series presented by the Annapolis Royal Library via funding from the AR FOL.
- ✓ Middleton: Games Night is popular at Middleton, as is an on-site Book Club.
- ✓ West Hants: Nothing to share at this point.
- ✓ Windsor: Monday night Board Games at the Library are extremely popular. Computer use remains high. A new heat/air pump will be installed in early May.

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

The next regular Board Meeting is scheduled for **Thursday, June 13, 2019- 5:00pm-7:00pm in Berwick Town Office.**

The meeting schedule for 2019 is as follows:

June 13, 2019 5:00pm-7:00pm Berwick Council Chambers [AGM and Regular Meeting]  
 September 12, 2019 5:00pm-7:00pm Location to be confirmed  
 November 14, 2019 5:00pm-7:00pm Location to be confirmed

**12. Adjournment:**

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

**MOVED BY: Pat Power      SECONDED BY: Jill Cox      CARRIED.**

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