



Annapolis Valley Regional Library Board Meeting

Thursday, December 08, 2016

Apple Dome Board Room (Berwick)

Minutes

Present: Shirley Pineo, Chair, Ann-Marie Mathieu, CEO, Janet Ness, Jill Cox, Bob Best, Pat Power, Lesley MacDonald, Shelley Bibby, Lynn Pulsifer, Kelly Kempton, Jane Bustin (arriving at 6:00 pm)

Regrets: Sherry Brideau

1. Call to order:

The Chair called the meeting to order at 5:09 pm. Tony Bentley offered his farewell to the AVRL Board after 8 years of service.

1.1. Introductions of Board Members

Introductions were made round the table - Shirley Pineo welcomed Lynn Pulsifer (Kentville) and Shelley Bibby (Windsor) to the AVRL Board.

1.2. Board Orientations Binders for New Members

Ann-Marie presented a board orientation binder to all new members.

3. Approval of Agenda:

MOTION: It was moved by Janet and seconded by Bob that the agenda be approved with the following additions. Carried.

1.2. Board Orientation Binders for New Members

5.5. Email from Shelleena Thornton (Windsor) confirming appointment of Shelley Bibby

6.4. Bridgetown Project

3. Approval of Agenda continued:

- 7.3.2. HR Committee Report from Jill Cox
- 7.4.4. Cost for electrical upgrades to the Administrative Office
- 8.3. CEO Report Part 2
- 8.6. Council Presentations

4. Approval of Minutes of Previous meeting:

MOTION: It was moved by Janet and seconded by Jill that the minutes of the September 8, 2016 meeting be approved. **CARRIED.**

5. Correspondence and Communications:

MOTION: It was moved by Lesley and seconded by Pat to accept all correspondence (5.1. – 5.5.). **CARRIED.**

5.2. Estate of Carolyn Frances Goucher re: donation to the AVRL.

Ann-Marie reported that AVRL will receive 10% of the estimated \$113,000 estate of Carolyn Goucher as a general donation.

6. Business Arising from the Previous Meeting:

6.1. Kentville Library Project:

Ann-Marie reported that Kentville won the “This Place Matters” contest with a prize of \$40,000 from the National Trust. Lynn reported that the Margaret Atwood fundraiser for the Killan Corner was a success with approx. \$22,000 being raised.

6.2. Berwick Library Project:

Ann-Marie reported that the furniture has been ordered and is slated to arrive on January 9, 2016. The Berwick Branch is scheduled to reopen in their new space on January 19, 2016.

6. Business Arising from the Previous Meeting continued:

6.3. Annapolis Royal Project:

Ann-Marie reported that the sound issues from the gymnasium over the proposed space is a providing a serious problem. A proposed schedule was presented to the Recreation department of the Town for limited use when the Library branch is in use. Pat mentioned that the restrictions on the town with this schedule will result in loss of revenue for the town. The Friends of the Library have withdrawn from the site selection process between the Town of Annapolis and AVRL.

6.4. Bridgetown Project:

Ann-Marie reported that the Bridgetown project is now complete. There will be an open house on December 29, 2016 to wish Connie Jodrey well on her retirement and to welcome Pam Ellis as the new Bridgetown Branch Manager. Ann-Marie will keep the AVRL Board informed on the details of the matter.

6.5. AVRL Staff/Board Christmas Party – December 3rd 4:00 pm-8:00 pm

A good time was had by all. This event is a great relationship bond between Staff and the Board. Lesley mentioned the importance of the budget being sufficient enough to cover the cost of this event.

7. Committee Reports:

7.1. Executive Committee:

The executive committee held a meeting on October 28, 2016 re: Purchasing and Tender Policy. Ann-Marie was given permission to acquire quotes for the upcoming headquarters move.

7.2. Finance Committee

It was decided to hold this committee report until the end of the meeting as there would be an In Camera session.

7. Committee Reports Continued:

7.3. Human Resources Committee

Jill presented her report highlighting the positive changes and improvements under the excellent direction of Ann-Marie. The Employee Satisfaction Survey report shows a great improvement in staff satisfaction with AVRL.

MOTION: It was moved by Jill and seconded by Janet to accept the Human Resources Committee reports. Carried.

7.4. Headquarters Committee:

7.4.1. Tour of the Facility

Staff was offered a tour of the new Headquarters facility. Ann-Marie has heard lots of positive feedback about the new space.

7.4.2. Section 12.7 Short Form Lease – recorded in the Registry of Deeds

This matter has been completed.

7.4.3 Relocation services – Responses from Moving Companies

Ann-Marie has received quotes from different moving companies spanning a range of \$5,000.00 - \$10,000.00. .

7.4.4. Change Orders for Electrical

The original RFP didn't take into consideration all the electrical requirements the Administration Office would need. This has resulted in an additional cost of \$22,000, of which AVRL has agreed to cover half.

7.5. Public Relations Committee:

Nothing to report at this time.

7.6. Vehicle Committee:

Nothing to report at this time.

7. Committee Reports Continued:

7.7. LBANS

Shirley reported that the last meeting of LBANS was held on November 26, 2016.

Shirley stated that there has been break down of communication between LBANS and CORL. As all Board members are trustees of LBANS; an orientation will be offered in March and the new Headquarters building. Annapolis Valley region will be host the LBANS conference along with the NSLA conference at Annapolis Basin Conference Center (ABCC) from September 29 – October 1, 2016.

8. Report from the Chief Executive Officer:

8.1. Financial Statement for period April 1, 2016 – October 31, 2016

Ann-Marie presented the financial statement.

8.2. Performance Measures (Statistics)

Ann-Marie presented the statistics report. It was noted that computer usage is up.

8.3. CEO Report

Ann-Marie presented an update on events happening with AVRL since the last meeting of the board. Missing from her written report was the on November 26, 2016 she participated in the Berwick Christmas parade along with the bookmobile.

8.4. MOU AVRL and Annapolis County

This has been signed and is now complete.

8.5. 2016 Summer Reading Club Report

Ann-Marie presented the Summer Reading Club report which had been deferred from the last meeting.

8.6. Council Presentations

Ann-Marie would like each council representative to set up a spot on their municipal agendas for her to present a presentation from AVRL, including our annual report, etc.

MOTION: It was moved by Janet and seconded by Lesley to receive all the CEO reports. CARRIED.

9. New Business

This is no new business to discuss at this time.

10. Roundtable/Member Report:

Janet has asked the Town of Wolfville to keep the Library in mind when looking at building a new community centre. The Wolfville Library has recently received a new roof. She wants to thank AVRIL for partnering with the Carry me Foundation and allowing the libraries to be the drop off for used Christmas decorations. The fundraiser was a great success raising over \$9,000.00

Lynn reported that the Friends of Kentville Library is holding a meeting this evening at 7:00 pm. The staff are happy with their current Lite site and are looking forward to the next stage of their move into the permanent space.

Jill mentioned that the Middleton branch has been very busy with programs, etc.

Bob had nothing to report at this time.

Shelley is the current chair of the Friends of Windsor Library. However, they are now in a position that they will be able to cease to exist.

Pat mentioned that the Friends of Annapolis Royal are seeking a better location for the Annapolis Royal branch.

Lesley recently was able to visit the New York Public Library.

Jane is excited to announce that they should have the keys to the new building next week.

Shirley offered a special thank you to all the new members for joining the AVRIL Board. Shirley is proud of the AVRIL board and feels that each member is here for the right reason.

She mentioned that a lovely article was printed in the Hants Journal re: her reappointment to the Library board.

11. Date of Next Meeting:

The next meeting will be held on Thursday, February 9, 2017 at 5:00pm in Berwick. Jane will organize a location for this meeting. Sandwiches and sweets will be served at the meeting.

7.2. Finance Committee

Lesley reported that for several years our operating budget has exceeded our revenues.

MOTION: It was moved by Lesley and seconded by Janet to move In Camera at 7:04 pm. CARRIED.

MOTION: It was moved by Lesley and seconded by Bob to move out from In Camera at 7:25 pm. CARRIED.

The next Joint Committee meeting will be held on January 12, 2017 at 4:30 pm in the Apple Dome Board room in Berwick.

Shirley asked Ann-Marie to provide a list of the membership for the Board Committees for the next meeting.

12. Adjournment:

MOTION: It was moved by Bob that the meeting be adjourned. CARRIED