



**Annapolis Valley Regional Library Board Meeting  
Thursday, February 12, 2015  
Orchard Room, Kings County Municipal Building  
Minutes**

**Present:** Shirley Pineo, Chair, Tony Bentley, Bob Best, Lesley MacDonald, Janet Ness,  
Emma Van Rooyen, Lorraine McQueen, Secretary

**Regrets:** Timothy Habinski, Jill Cox, Jane Bustin, Rob Frederick

**1. Call to order:**

The Secretary called the meeting to order and noted the first item of business was to elect a Chair. Shirley Pineo was nominated as Chair and accepted.

**MOTION: It was moved by Lesley and seconded by Bob that nominations cease. Approved.**

The Secretary declared Shirley elected by acclamation. Members expressed their thanks to Shirley who then assumed the Chair.

**2. Approval of Agenda:**

**MOTION: It was moved by Lesley and seconded by Emma that the agenda be approved as circulated. Approved**

**3. Approval of Minutes of the Previous Meetings:**

**MOTION: It was moved by Lesley and seconded by Tony that the minutes of November 13, 2014 and January 24, 2015 be approved as circulated. Approved**

**4. Business Arising from the Previous Meetings:**

Headquarters Committee

**MOTION: It was moved by Janet and seconded by Bob that the Board accept the RFP as drafted by the HQ Committee and that it be approved for publication. Approved**

It was agreed that the RFP would be circulated with the minutes.

**5. Appointment of Officers and Committee Members 2015-2016**

The committee structure was reviewed and **it was agreed** to separate the Finance and the HR Committee and to include the Evaluation Committee within the HR Committee.

The following officer and committee appointments were made:

**Officers:**

Board Chair, Shirley Pineo; Vice-Chair, Janet Ness; Treasurer, Lesley MacDonald

**Standing Committees:**

Finance - Lesley MacDonald, (Chair as Treasurer), Jane Bustin, Emma van Rooyen

Human Resources - Lesley MacDonald, Tony Bentley, Timothy Habinski, Jill Cox

Public Relations - Timothy Habinski, Emma Van Rooyen, Janet Ness

Vehicle - Bob Best, Timothy Habinski

**Ad Hoc Committee** - Headquarters Committee

LBANS Representative - Shirley Pineo will be Board Representative

**MOTION: It was moved by Emma and seconded by Bob that slate of officers and committee appointees be accepted. Approved**

The Chair noted that there have been and will be additional changes to board membership for the coming term. Grant Wright and Rob Frederick will no longer represent the Towns of Bridgetown and Hantsport. Lillian Stewart has resigned as Town of Annapolis representative, Gregory Heming no longer represents Annapolis County, Jadine Sherman is no longer a provincial representative, and Scott Geddes has been deemed to have resigned due to repeated absence. It was agreed to request the appointment of another councilor from the Towns of Annapolis and Windsor, a representative from Annapolis County and a provincial representative.

**6. By-Laws Review:** Lorraine offered to prepare draft by-laws which would include terms of reference for standing committees. **Action:** The draft will be sent to the HR committee for review and then to the Board. **Action:** Shirley will send Lorraine the LBANS by-laws.

## **7. Reports;**

a) Interim CEO Report: Lorraine reported that she had been given a mandate to be a catalyst for change and after 10 weeks of study and observation she was ready to recommend two significant changes; first, a restructuring of the management team and secondly, the introduction of a new collection management model.

**MOTION: It was moved by Janet and seconded by Bob that the Board support the direction described by Lorraine. Approved**

Lorraine suggested that a search for a new CEO should begin as she could not continue after May 31, 2015. **It was agreed** that Lorraine would remain interim CEO until May 31/15 and that a CEO Search Committee would be formed composed of the Chair, the Vice-Chair and the Chair of the HR Committee. A draft position description has been prepared and will be sent to the Search Committee for review. It was suggested that the position should be posted in the Halifax Herald Service, *Cream* as well as *Career Beacon*.

b) Financial Report: The financial report was reviewed and there was considerable discussion about the management of the funds in the AVRL accounts. **Action:** Lorraine will ask Jen to send a clarification to the Officers. **Action:** Lesley will call a finance committee meeting for March.

c) Branch Circulation and Computer /Wireless Use Statistics Reports: These reports were circulated.

**MOTION: It was moved by Tony and seconded by Emma that all reports be accepted. Approved**

**8. Next meeting: The next meeting will be held on Thursday, April 9, 2015 at 7:00pm in**

**Berwick. Location to be announced.**

**Proposed Meeting Schedule for 2015-16**

April 9, 2015 at 7:00pm - Berwick

June 11, 2015 at 7:00pm

September 10, 2015 at 7:00pm

November 12, 2015 at 5:00pm (light meal served)

February 11, 2016 at 5:00pm (light meal served)

**9. Adjournment:** The Chair declared the meeting adjourned.

Respectfully submitted,

Lorraine McQueen, February 18/15