



## **Annapolis Valley Regional Library Board Meeting**

**Thursday, February 11, 2016**

**Boardroom, Kings Mutual Century Centre (Apple Dome), Berwick**

# **Minutes**

- Present:** Shirley Pineo, Chair, Ann-Marie Mathieu, Tony Bentley, Jane Bustin, Janet Ness (leaving 6:00 pm), Bob Best (leaving 7:00 pm), Peter Muttart, Lesley MacDonald, Scott Geddes, Kelly Kempton, Rhonda Walker (leaving 6:20 pm), Jill Cox (arriving 5:08 pm)
- Regrets:** Sherry Brideau
- Absent:** Pat Power

**1. Call to order:**

The Chair called the meeting to order. Guest Rhonda Walker, Co-Chair of the Library Funding Review Committee, was welcomed to the meeting with introductions made around the table.

**2. Election of the Chair and Vice-Chair:**

The election of new officers will take place at the annual meeting in June 2016.

**3. Approval of Agenda:**

**MOTION:** It was moved by Bob and seconded by Tony that the agenda be approved. Carried.

**4. Approval of Minutes of Previous meeting:**

**MOTION:** It was moved by Jill and seconded by Bob that the minutes of the November 12, 2015 meeting be approved as amended. Carried.

**5. Correspondence and Communications:**

**5.1 & 5.2. MOTION: It was moved by Tony and seconded by Lesley to receive both the letters and place them on file. Carried.**

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

**6.1. Kentville Library relocation:** Nothing new to report since the Joint Finance/Human Resources Committees Meeting on February 3, 2016.

**6.2. Berwick Library temporary location:** The temporary location in the Pharmasave seems to be working out well. There have been a significant number of new library memberships issued.

**7. Committee Reports:**

**7.1.1.1.** Shirley requested the any Minutes of the Joint Finance/Human Resources Committees Meeting be reviewed at the next Joint Committee meeting. Shirley reminded the Board that "In Camera" notes should not be kept in the office of the CEO.

**7.1.1.2.** Pension issue is still being worked on. Ann-Marie indicated that a resolution would likely happen before the end of February 2016.

**7.1.1.3. MOTION: It was moved by Peter and seconded by Tony to receive and place on file all reports (a-e). Carried.**

**7.1.2.** All Human Resources Committee items will be worked on at the next Joint Finance/HR Committees meeting.

**7.1.3.** Jane reported that everything is moving along nicely. Plans have been approved and the teardown should start in April. Ann-Marie mentioned that she had received an email from Don Regan stating that the first draft of the lease will be available by the end of the week.

**7.2.** Shirley commented that the next meeting of LBANS will be March 12, 2016. She plans to take the discussion from the funding formula back to the committee.

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

**8.1.** Ann-Marie presented the financial statement. She will have the budget ready for the next Joint Finance/HR Committees meeting.

**MOTION: It was moved by Tony and seconded by Peter to accept the financial report. Carried.**

**8.2.** Ann-Marie presented the statistics report. She plans to work on improving these statistics.

**MOTION: It was moved by Jill and seconded by Lesley to receive the Performance Measures (Statistics) report. Carried.**

**8.3. MOTION: It was moved by Timothy and seconded by Scott to accept the CEO report. Carried.**

**9. New Business:**

**9.1.** The following dates were scheduled for the 2016 Board meetings:

April 14, 2016 at 7:00 pm – Port Williams

June 9, 2016 at 7:00 pm – Windsor

September 8, 2016 at 7:00 pm – TBA

November 10, 2016 at 5:00 pm – TBA

The next Joint Finance/HR Committees Meeting is scheduled for March 16, 2016 at 4:30 pm in Berwick at the Apple Dome.

**9.2.** Ann-Marie presented an update on the new location of the Annapolis Royal Library facility.

**MOTION: It was moved by Lesley and seconded by Jill that the Board authorizes the CEO and Board Chair to provide written confirmation to the Town of Annapolis Royal that the AVRL is willing to proceed with a site visit and assessment, and to conduct relocation discussions with the Town of Annapolis Royal, to assist in determining if the space is deemed to be suitable for the operation of Library Services, and is in compliance with Provincial Library Standards and all relevant Provincial Legislation. Carried.**

- 9.3. MOTION: It was moved by Tony and seconded by Jill to accept the new logo for AVRL as designed by Angela and her Community Engagement Team. Carried.**
- 9.4. Port Williams grand opening will be held on Saturday, February 13, 2016. Shirley, Peter and Jill all plan to attend. Jill will be making a brief speech on behalf of the Middleton FOL.
- 9.5. Ann-Marie would like to plan a strategic planning/Board development session with members of the Board, Branch Managers, and AVRL Co-ordinators. She will check with provincial regarding an outside facilitator for this event. It was suggested that Sundays would be the best day to host this event.
- 9.6. All members were asked to confirm and provide AVRL with their current contact information.
- 9.7. Ann-Marie will develop and bring a Facilities Development Checklist to bring to the next Joint Finance/HR Committees Meeting.
- 9.8. There was discussion regarding all the application information required for AVRL to apply for a Valley Credit Union Credit Card. The Board is in agreement that they will not provide all the information being asked for. Ann-Marie will take this matter back to the Credit Union for further discussion. AVRL will maintain the remaining account at RBC, and continue to use the RBC VISA in the interim.

**10. Roundtable/Member Report:**

Scott had nothing to report.

Tony reported that Kentville branch may need to move to a temporary location. The work on the new bridge is expected to start in early May.

Jill had nothing to report.

Peter had nothing to report.

Lesley had nothing to report.

**10. Roundtable/Member Report Continued:**

Jane reported that Berwick has formed a Friends of the Library group. They are meeting every two weeks.

Shirley reported that she has joined a book club at the Windsor Library.

**11. Date of Next Meeting:**

The next meeting will be held on Thursday, April 14, 2016 at 7:00pm in Port Williams.

**12. Adjournment:**

**MOTION: It was moved by Lesley and seconded by Scott that the meeting be adjourned. Carried.**

**SPECIAL MEETING OF THE BOARD**

Directly following the adjournment Shirley call the meeting back to order to inform the Board that Ann-Marie has completed her six month probationary period.

**MOTION: It was moved by Jill and seconded by Bob to offer Ann-Marie a permanent position with AVRL. Carried.**

Respectfully submitted,  
Kelly Kempton  
February 12, 2016

Edited,  
Ann-Marie Mathieu  
February 19, 2016