



Annapolis Valley Regional Library

Board Meeting

Thursday, February 08, 2018

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

Council Chambers, Berwick Town Office

236 Commercial Street, Berwick

Minutes

PRESENT: Shirley Pineo, Pat Power, Lesley MacDonald, Lynn Pulsifer, Jane Bustin, Jill Cox, Alex Morrison, Meg Hodges, Tanya Leopold (Alternate from West Hants), John Bregante, (Alternate Windsor), Ann-Marie Mathieu.

REGRETS: Pat Power, Shelley Bibby, Janet Ness.

GUESTS: There were no guests

1. Call to order:

The meeting was called to order at 5:00pm by Shirley Pineo, Chair. Shirley welcomed John Bregante (Alternate for Windsor), Tanya Leopold (Alternate for West Hants), and Meg Hodges (Representative from Kings County) to the meeting.

2. Guests/Presentations:

There were no guests/presentations.

3. Approval of Agenda

The following items were added to the agenda:

5.6 FOIPOP Letter from the Government of Nova Scotia

7.3.1 In Camera Session

7.3.2 EFAP Proposal

7.5.4 LBANS Partnership Report

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

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

4. **Approval of Minutes of the Previous Meeting:**
MOTION: That the minutes of the November 2nd, 2017 meeting be approved as presented.
MOVED BY: Lesley MacDonald SECONDED BY: Lynn Pulsifer CARRIED.

5. **Correspondence and Communications**

- 5.1 Nov 15, 2017 letter to Shirley Pineo from Christina Pottie re: Conference
5.2 Nov 17, 2017 letter from Minister Glavine to Leslie MacDonald re: Appointment to AVR
5.3 Nov 28, 2017 letter from Rachel Turner to Jill Cox re: Appointment to AVR (Middleton)
5.4 Nov 28, 2017 letter from Jimmy MacAlpine (President LBANS) to Minister Leo Glavine re: request for one-time grant request for additional one-time grant for 2018-2019 fiscal year. [UPDATE: No response at this time]
5.5 Jan 16, 2018 email from Janny Postema to CEO re: appointed of Meg Hodges to AVR (CoK)
5.6 Nov 8, 2017 letter from Andy LeBlanc (Director of Policy and Communication, NS) re: Freedom of Information and Protection of Privacy Act (FOIPOP) request

MOTION: To receive the correspondence.

MOVED BY: Jane Bustin SECONDED BY: John Bregante CARRIED.

Shirley Pineo reported that there had been no response from Minister Leo Glavine to the letter from the President of LBANS (item 5.4).

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

- 6.1 Kentville Library Project - Verbal Update by the CEO and the Board Representative:
The Patron Feedback on Kentville Library Report was distributed and discussed.
- 6.2 Annapolis Royal Project - Verbal Update by the CEO:
Ann-Marie Mathieu reported that the:
1. Tender closes on February 13th
 2. Contractor selection will be completed by the end of February
 3. Project will begin (demolition) will begin shortly after March 1st
 4. Proposed completion date is the beginning of July 2018
- 6.3 Wolfville Public Consultation - Verbal Update by the CEO and Board Representative:
Ann-Marie Mathieu reported that the Public Consultation Report had been delivered to the Town of Wolfville, and we are waiting on them for further progress.

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 Government of Canada Remittances Report:

The Government of Canada Remittances Report was distributed.

7.3 Human Resources Committee (Jill Cox, Chair):

7.3.1 In Camera Session:

MOTION: To move In Camera.

MOVED BY: Jill Cox SECONDED BY: Lesley MacDonald CARRIED

MOTION: To move out of In Camera.

MOVED BY: John Bregante SECONDED BY: Lesley MacDonald CARRIED

7.3.2 EFAP Proposal:

Ann-Marie Mathieu distributed the EFAP Proposal. This report will be on the agenda at the next Human Resources Committee Meeting.

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.

7.4.2 AVRL and the Culture Action Plan Report:

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

7.5 LBANS (Shirley Pineo, Board Representative):

7.5.1 LBANS Representative Report:

Shirley Pineo reported on the Saturday, February 3rd, 2018 meeting. LBANS is developing a comprehensive membership database. Shirley asked Ann-Marie to send the LBANS Executive Director AVRL contact information (Name, Municipal Unit, and email address).

7.5.2 Library Board Trustee Report September 31, 2017

The Library Board Trustee Report was distributed and discussed.

MOTION: To move In Camera.

MOVED BY: Alex Morrison SECONDED BY: Lynn Pulsifer CARRIED

MOTION: To move out of In Camera.

MOVED BY: Lesley MacDonald SECONDED BY: Alex Morrison CARRIED

The Core Services Review Committee have completed their Terms of Reference. There was general agreement that a CORL member can attend LBANS meetings. The Grade 4 Library initiative has been postponed.

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.

MOTION: That Alex Morrison be appointed as the AVRL representative on LBANS.

MOVED BY: John Bregante SECONDED BY: Meg Hodges CARRIED

7.5.3 LBANS Partnership Report:

The *LBANS Partnership Report* was distributed.

MOTION: To accept all Committee Reports.

MOVED BY: Lesley MacDonald SECONDED BY: Lynn Pulsifer CARRIED

8. Reports from the Chief Executive Officer:

8.1 Financial Statements:

8.1.1 Financial Statement April 1, 2017 -December 31, 2017:

The Financial Statement Report for the period April 1, 2017 -December 31, 2017 was discussed.

8.1.2 Deferred Revenue/Reserves Balances December 31, 2017:

The Deferred Revenue/Reserves Balances Report, as of December 31, 2017, was presented.

8.2 Performance Measures (Statistics):

The Performance Measures for the period April 1, 2017 - December 31, 2017 were presented. Of note was the 35.94 % increase in circulation for Berwick for this period, year-over-year, and the 5.17% increase in hours of computer use for the system for this period, year-over-year.

- 8.3 CEO Report for the February 08, 2018 Board Meeting:
The CEO Report dated February 8th, 2018 was discussed.

The CEO reported that she had met with Premier Stephen McNeil on December 18th, 2017, and had presented him with copied of the *150 Books of Influence*. The CEO reported that she had met with Minister Leo Glavine on January 5th, 2018, and had presented him with copies of the *150 Books of Influence*, and the *AVRL and the Culture Action Plan Report*.

MOTION: To accept all Reports from the CEO.
MOVED BY: Jill Cox SECONDED BY: Jane Bustin CARRIED

9. **New Business:**
9.1 There was no new business.

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

- ✓ Windsor: Pass.
- ✓ Kentville: Pass.
- ✓ Berwick: Jane reported that the Berwick Library was participating in the upcoming Winter Carnival.
- ✓ Annapolis County: Pass.
- ✓ Kings County: Councillor Hodges stated that she is pleased to be on the Board. The Port Williams Library is her home library.
- ✓ Annapolis Royal: Lesley reported that the Annapolis Royal Friends of the Library have nominated Linda Moffat for the Annapolis County Volunteer of the Year Award.
- ✓ Middleton: Jill reported that the grant application for the Summer Student had been submitted.
- ✓ West Hants: Tanya thanked the Board for the opportunity to sit in on the meeting.

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

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

The next meeting of the Advocacy and Development Committee is scheduled for March 8th, 2018 1:00pm-3:00pm Town of Berwick.

The next meeting of the joint Human Resources Committee (Terms and Conditions of the Employment Policy) and Finance Committee (Budget 2018-2019, Audit) is scheduled for March 1st, 2018 4:30pm-6:30pm Town of Berwick.

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