



Annapolis Valley Regional Library

Regular Board Meeting
Thursday, February 20, 2020
5:00 p.m. - 7:05 p.m.
Berwick Council Chambers

Minutes

PRESENT: Janet Ness, Jill Cox, Jim Ivey (Alternate for John Bregante; left meeting at 6:07pm), Lynn Pulsifer, Pat Power, Jane Bustin, Alex Morrison, Lesley MacDonald, Meg Hodges, Ann-Marie Mathieu.

REGRETS: John Bregante, Tanya Leopold.

ABSENT: Colin Bowers.

1. Call to order:

Janet Ness called the meeting to order at 5:00pm. Janet welcomed Jim Ivey to the meeting.

2. Guests/Presentations:

There were no guests

3. Approval of Agenda:

Additions to the agenda:

7.2.6 Finance Committee - Committee of the Whole needs to be changed to In Camera

7.3.1 Human Resources Committee - CEO Review

MOTION: To approve the agenda as amended.

MOVED BY: Lynn Pulsifer **SECONDED BY:** Jane Bustin **CARRIED.**

4. Approval of Minutes of the Previous Meeting (November 21, 2019)

MOTION: That the minutes of the November 21, 2019 meeting be approved as presented.

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

5. Correspondence and Communications

5.1 Sent

5.1.1 Not applicable

5.2 Received

5.2.1 Windsor West Hants - Dated December 10, 2019 from Rhonda Brown (Clerk)

5.2.2. Town of Middleton - Dated Dec 9, 2019 from Jennifer Boyd (CAO)

MOTION: To receive the correspondence

MOVED BY: Jane Bustin **SECONDED BY:** Lynn Pulsifer **CARRIED**

6. Business Arising from the Previous Meeting:

6.1 Wolfville Steering Committee - Verbal Update by CEO/Wolfville Rep

The Town has received the recommendations from the Steering Committee and the new library is in the 2025 Long-Term Capital Budgeting Plan. Additionally, the Town has approved \$75,000 to hire a consultant for follow-up work.

6.2 Kingston Library - Update by CEO

AVRL is waiting on official communication regarding the funding for this project.

6.3 Accessibility Act and Public Libraries

Following the naming announcement of public libraries as public sector bodies under the Accessibility Act, the Accessibility Directorate, in cooperation with NSPL and CCH, is engaging a consultant to work with regional library staff (CEOs, and key staff members) as a collective, in order to understand and shape the libraries' role and responsibilities under the Act. AVRL has been invited to participate in sessions to create a joint Regional Library Accessibility Framework, as well as tools and a template to assist regional libraries in creating our own Accessibility Plan. Janet Ness and Ann-Marie Mathieu will be the AVRL attendees.

7. Committee Reports:

7.1 Executive Committee, Janet Ness (Chair):

7.1.1. AVRL's Response to LBANS Feedback Request:

AVRL Response to feedback request from the November 16, 2019 LBANS Meeting Minutes, as prepared by Janet Ness, and dated January 20, 2020 was discussed.

7.2 Finance Committee, Lesley MacDonald (Treasurer)

7.2.1 Operating Budget Statement:

The Operating Budget for the period April 1, 2019 - January 20, 2020 was discussed. Ann-Mathieu Mathieu will highlight the financial resources received through successful grant applications.

7.2.2 Deferred Revenue/Reserves:

The Deferred Revenue/Reserves Balances Report as of January 20, 2020 was discussed.

MOTION: To accept the Financial Statements as presented.

MOVED BY: Meg Hodges SECONDED BY: Jim Ivey CARRIED.

7.2.3 AVRL Operating Budget 2020-2021:

The AVRL Operating Budget Scenarios 2020-2021 were discussed.

MOTION: To accept the 2020-2021 Operating Budget with the Provincial increase included in the revenue estimates.

MOVED BY: Lesley MacDonald SECONDED BY: Jill Cox CARRIED.

MOTION: To table the Budget to the April 16, 2020 Board Meeting.

MOVED BY: Meg Hodges SECONDED BY: Jane Bustin CARRIED.

7.2.4 AVRL Retirement Gift Allocations Guidelines:

The AVRL Retirement Gift Allocations are agreed to as per the February 3, 2020 Finance Committee Meeting. As these are Guidelines, no motion is required, and they are presented as information only.

Years of Continuous Permanent Service	Amount to be spent on Gift
Less than 2 years	Card
2 - 5 years	Up to \$50
6 - 10 years	Up to \$75
11 - 15 years	Up to \$100
16 - 20 years	Up to \$150
21 - 25 years	Up to \$200
26 - 30 years	Up to \$300
30 + years	Up to \$400

7.2.5 AVRIL Donations Policy:

MOTION: That the Donations Policy be amended to read as follows - "donations of \$25.00 or more will automatically result in a tax receipt being issued. A donation of more than \$10.00 but less than \$25.00 will be issued upon request."

MOVED BY: Lesley MacDonald **SECONDED BY:** Meg Hodges **CARRIED.**

7.2.6 In Camera to discuss a personnel matter:

MOTION: To move *In Camera*.

MOVED BY: Lesley MacDonald **SECONDED BY:** Jim Ivey **CARRIED.**

MOTION: To come out of *In Camera*.

MOVED BY: Jill Cox **SECONDED BY:** Jane Bustin **CARRIED.**

MOTION: AVRIL will phase out community stops on the Bookmobile by September 2020, and will offer alternative services to those affected.

MOVED BY: Lesley MacDonald **SECONDED BY:** Lynn Pulsifer **CARRIED.**
[Meg Hodges voted against the motion.]

The Board thanked the CEO and Staff for their thoroughness in preparing the background information, and compassion in how this subject was treated.

7.3 Human Resources Committee, Jill Cox (Vice-Chair)

7.3.1 CEO Performance Review:

MOTION: That Jill Cox convene a committee of the Board to prepare the Bi-Annual Performance Review of the Chief Executive Officer.

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

7.4 Advocacy and Development Committee, Janet Ness

There was nothing to report.

7.5 LBANS

7.5.1 Minutes from the January 25, 2020 LBANS Meeting

The Minutes of the January 25, 2020 LBANS Meeting were discussed.

7.5.2 Report from LBANS Representative:

LBANS is:

- a) going through a period of enhancement. LBANS is in talks with two facilitators to review the Strategic Plan process, interview stakeholders, and to host a one-day meeting.
- b) developing its own website, and updating the information provided.
- c) discussing a Code of Conduct. A member is conducting a fact-finding mission for Municipal Codes of Conduct as a first step in this process.
- d) renewing its advocacy activities
- e) planning to hold a one-day mini-conference in 2021. This is in lieu of the joint NSLA/LBANS Conference, which has been cancelled due to Eastern Counties Regional Library's inability to host the event in 2021.
- f) LBANS has asked the Cape Breton Regional Library's Conference Planning Committee for 2020 to include a stream of sessions for Friends of Library Groups.

MOTION: To accept all other Committee Reports.

MOVED BY: Lynn Pulsifer SECONDED BY: Meg Hodges CARRIED.

8. Report from the Chief Executive Officer

8.1 One Card Nova Scotia

The Alliance is still working through the details pertaining to the "Common-User Experience" policies.

8.2 Performance Measures (Statistics)

The Performance Measures for April 1, 2019 - January 31, 2020 were presented.

8.3 Library Management Committee Report

The Library Management Committee Report for November 2019 - February, 2020 was discussed. A highlight of the report was Angela Reynolds winning 2nd place (\$2,500) at the OLA Larry Moore "Dragon's Den" competition at the OLA Superconference.

8.4 Municipal World Article - January 2020

"The Public Library - Where Culture Comes to You" article from Municipal World (January 2020) was received as information. This article was sent to me by the Mayor of Wolfville, Jeff Cantwell.

8.5 "Making the Shift to Summer Learning" Article

The "Making the Shift to Summer Learning" Article from Children & Libraries (Association for the Library Service to Children) was received as information.

MOTION: To accept the Chief Executive Officer's Reports 8.1 - 8.5.

MOVED BY: Lesley MacDonald **SECONDED BY:** Meg Hodges **CARRIED.**

MOTION: That the Chair write a letter to Angela Reynolds on behalf of the Board congratulating her on her very significant win, and acknowledging how proud we are of her and how well she represents the Library at home and on the national stage.

MOTION BY: Lesley MacDonald **SECONDED BY:** Lynn Pulsifer **CARRIED**

9. New Business

9.1 Date a times of AVRL Meetings:

The date of the Board meetings is the 3rd Thursday, and the time is 6:00pm-8:00pm.

10. Member Reports (Roundtable)

Lynn: The Library now has an alarm system. The floors need to be refinished. The Food for Fines program has been very successful in Kentville. The Friends Group is not active at this time.

Meg: Laura Churchill Duke was well received in Port Williams.

Pat: Ann-Marie attended the FOL AGM. The Mayor of Stewiacke was given a tour of the Hub. The Pierre Dugua collection has been incorporated into the Annapolis Royal "local history" collection.

Alex: Alex shared that prints of the artwork by Wayne Bouchet is now being used as a fundraising tool.

Jill: There is a workshop on understanding digestion. Girl Power is still happening. Sue Aldred and Gail Aldred will both be retiring in May.

Jane: The Berwick Library continues to be a source of pride for the community and Council, and is incredibly busy.

Janet: Nothing further to report.

11. Next meeting:

The next meeting is scheduled for **Thursday, April 16, 2020: 6:00pm - 8:00pm**, Berwick Town Office.

12. Adjournment:

MOTION: To adjourn the meeting at 7:05 pm.

MOVED BY: Jane Bustin **SECONDED BY:** Meg Hodges **CARRIED.**