

**Annapolis Valley Regional Library Board Meeting**  
**Thursday, June 18, 2015**  
**Program Room, Windsor Public Library, Windsor**  
**Minutes**

**Present:** Shirley Pineo, Chair, Tony Bentley, Bob Best, Jane Bustin, Janet Ness,  
Timothy Habinski, Scott Geddes (9pm), Lorraine McQueen, Secretary  
**Regrets:** Lesley MacDonald, Jill Cox, Emma Van Rooyen, Rob Frederick, Pat Power

**1. Call to order:**

The Chair welcomed Pat Power, *in absentia*, as a new Board Member representing Annapolis Royal and called the meeting to order...

**2. Approval of Agenda:**

Report from the Headquarters Committee was added under Business Arising

**MOTION: It was moved by Timothy and seconded by Tony that the agenda be approved as amended. Approved**

**3. Approval of Minutes of Previous meeting**

**MOTION: It was moved by Janet and seconded by Bob that the minutes of the April 9, 2015 meeting be approved as circulated. Approved**

**4. Presentation of the 2014-15 Audited financial Statements**

The Chair welcomed Barry Kendall and Jessica Clahane from Grant Thornton who presented the findings of the audit for the fiscal year 2014-15.

Barry Kendall presented the Draft Financial Statements dated March 31, 2015 stating that AVRL employees had supported and cooperated with the audit process. Jessica Clahane presented an Internal controls Letter and associated correspondence. Certain accounting deficiencies were brought to the Board's attention but the Audit confirmed there were no financial threats to the organization and no evidence of fraud.

**MOTION: It was moved by Tim and seconded by Tony that the 2014-15 audited financial statements be approved as presented. Approved**

**MOTION: It was moved by Bob and seconded by Tim that the 2014-15 audit correspondence be received and placed on file. Approved.**

It was noted that audited statements are normally signed by the Chair and Treasurer but in the absence of the Treasurer a member of the Board's Finance committee could fulfill this role.

**MOTION: It was moved by Tim and seconded by Jane that the 2014-15 financial documents be signed by Shirley and Jane. Approved.**

All financial documents were signed by Shirley and Jane. The Chair thanked the Grant Thornton representatives who then left the meeting.

**MOTION: It was moved by Tony and seconded by Timothy to appoint Grant Thornton as the AVRL auditors for the 2015-16 fiscal year. Approved.**

## **5. Business Arising**

a) Janet reported on the Headquarters Committee's meeting with Town of Berwick officials on May 20, 2015. (Attached.) It was agreed that AVRL would advise on the design of the space that is ours. Jane reported that Berwick is waiting for additional information regarding configuration of the HQ space. **Lorraine will follow-up with Don Regan**

b) Lorraine reported that the change of banking institutions from the RBC to the Valley Credit Union is proceeding in an orderly fashion and expressed her thanks to Board members for their help in this complex process.

c) Shirley presented the revised LBANS By-Laws as previously circulated for approval. **MOTION: It was moved by Janet and seconded by Jane that the revised LBANS By-Laws be approved. Approved**

LBANS meets on Saturday, June 20/15. **Lorraine will prepare a letter to Shirley on Friday June 19/15 to confirm this motion.**

d) Lorraine presented the Draft AVRL By-Laws as revised on April 9/15 for review and approval. Members agreed on changes including the reduction of two representatives from County governments. **Bob will notify Kings County of this change.**

**MOTION: It was moved by Janet and seconded by Tim that the AVRL By-Laws be approved as presented and amended. Approved**

## **6. Reports:**

a) Staff Reports: Circulation Statistics and Computer/Wireless Use Statistics were circulated with the agenda. A LBANS Report was presented. (Attached)

b) Finance Committee: In the absence of the Chair, Lorraine presented the 2015-16 budget. It was noted that the budgeted amounts for municipal allocations were

reduced by a total of \$10,330.00. This resulted from a staff decision to bill at the provincial legislated amounts for this fiscal year. Members expressed concern about this loss in income but agreed to support this billing decision.

**MOTION: It was moved by Jane and seconded by Janet that the 2015-16 AVRL budget be approved as presented. Approved.**

c) Human Resources Committee: In the absence of the Chair, Lorraine reported that although the committee had not met the HR committee report submitted by Jill detailed the work done to follow through with the hiring of the CEO. (Attached) It was noted that work on revision of AVRL position descriptions was proceeding but these now required changes in the Personnel Policy, such as titles of positions etc. The HR consultant is continuing to work on policy clarifications needed to support reorganization.

**MOTION: It was moved by Tim and seconded by Janet that Board grant approval for the Interim CEO to approve, on an interim basis, human resources policies to support new position titles and restructuring prior to the September 2015 Board meeting. Approved.**

d) Vehicle committee: The committee had developed specifications, sent out tenders, reviewed the submissions and were now ready to recommend the purchase of a new delivery van.

**MOTION: It was moved by Timothy and seconded by Bob that the quote from Bruce Ford Sales Ltd. for the 2015 Ford Transit 250 Van, diesel in the amount of \$42,659.25 be accepted. Approved**

e) Chair's Report. Shirley submitted an annual report. (Attached.)

f) Interim CEO Report. The Interim CEO submitted a report. (Attached)

g) Member Reports:

- Jane reported she attended the first meeting of the AVRL Friends groups held in Berwick and that there will be another meeting to form a Berwick Friends group on June 30.
- Bob reported that he had supported the work of the vehicle committee and that he was now involved with considering the Kings County response to request for support for the new Kentville Library.
- Tony reported that Kentville has identified a preferred site on River Street and the construction of a new building for the new library. Kentville is requesting support from Kings County and he is hopeful that a decision will be favourable. The planned space for the Kentville Library is approximately 4000 sq. ft.
- Timothy reported that Annapolis is searching for new premises. He congratulated AVRL on the excellent service given by Connie Jodrey at the Bridgetown Branch library.

- Janet reported that she had attended the first AVRL Friends groups meeting and was now considering how the NSLA Conference could have a Friends stream to support this work. Wolfville Library is now doing summer programs which are very popular.

**MOTION: It was moved by Bob and seconded by Tony that the reports be received and filed. Approved.**

#### **7. New Business:**

a) Funding Formula Review Committee: Shirley reported that the Committee had developed a new funding model. There will now be a draft report and/or presentation on the recommended funding model sent to the Minister of Communities, Culture and Heritage for his review and input. Once he and government leadership has had a chance to respond, it will be shared with the broader community of stakeholders when report is made public.

b) CEO Search – the Chair reported that the CEO candidate will be giving a presentation at the Berwick Fire Hall on Friday, June 26 at 2pm. **Lorraine will send out an invitation to this event to staff and Friends groups.**

**MOTION: It was moved by Bob and seconded by Timothy that the Board move *in-camera* to discuss personnel matters. Approved**

**MOTION: It was moved by Timothy and seconded by Bob that the Board move *out-of-camera*. Approved**

**MOTION: It was moved by Bob and seconded by Timothy that the Board offer the position of AVRL Chief Executive Officer (CEO) to Ann-Marie Mathieu and that the Chair be authorized to negotiate up to the maximum salary range and four week's vacation. Approved.**

#### **8. Date of Next Meeting:**

The next meeting will be held on Thursday, September 10, 2015 at 7:00pm. Location to be announced.

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

Respectfully submitted

Lorraine McQueen

June 23, 2015

HQ Committee Report  
AVRL Board Meeting  
June 18th

Lorraine, Shirley and Janet met with Town of Berwick officials, Mayor Don Clarke , Greg Towne, Don Regan and Julie Glasser to open discussions on the future of the Town/Library building.

A positive dialogue was opened with those present. Berwick is still reviewing their location options and a sample floor plan from one of the proposals was viewed. It was generally agreed that co-location of Town offices and the Public Library will present a number of opportunities to develop floor plans with shared spaces that will benefit all parties.

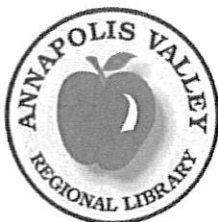
A preliminary time line for the project was

- Calls for RFP 30 – 60 days
- Final decision by Oct/15.
- Oct/15 – Feb/16 planning
- Mar/16 construction start
- Sept/16 construction complete

This time-line leaves a comfortable variance for our projected move-in date of Mar/17.

An MOA between the Town of Berwick and the AVRL will be drafted for approval before final decisions are made in October.

Respectfully submitted  
Janet Ness, Chair HQ committee.



## Annapolis Valley Regional Library

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### Report for LBANS June 2015

On May 15, 2015, the Labour Board counted the vote on the certification of a union and reported that the employees had chosen not to certify a union at AVRL. This application had been pending since December 31, 2015. The employees must now wait 3 months before they can reapply for certification

On June 1, a new management structure was implemented. The Management Team is now composed of three Coordinators. The Coordinator of Systems and Collection Access is Charlotte Janes, who is responsible for the library materials budget and the technical systems that give us access to our holdings. Wendy Trimper is now the Coordinator of Community Library Services and is responsible for all our direct service to the public in our branch and bookmobile services. One new position has been created, but filled with existing staff. Angela Reynolds is now Coordinator of Community Engagement. Her responsibilities include enhancing AVRL's image and presence in our entire service area, developing public relations and communications programs and expanding our cooperation with and our impact on our communities. She will be supporting the development of active users and supporters – including Friends groups

AVRL is now officially in a transition period. The new Management Team will be meeting weekly for some time as we work out the details of restructuring and transition. It was agreed to form a Transition Team composed of the Management Team and supervisors which will meet every other week throughout this transition period. There will be changes in work assignments at HQ as we begin to shift from what we have always done and find new ways to make a positive impact on our communities and our funders. To this end, I cancelled the old form of Collection Exchange and we will be working toward a "Floating Collection" model for future collection renewal and exchange in the Region.

On Sunday, May 24, AVRL hosted the first gathering of region-wide Friends of the Library groups. We learned about Bridgetown, Middleton, Wolfville, Annapolis Royal and Hantsport groups from representatives at the meeting and also heard a bit about Kentville, Port Williams and Windsor groups. Friends groups are very important to AVRL and we have included the support of Friends in the new position descriptions of the Management Team.

We are excited to announce our Hantsport Library's impending move in late June! It will be relocating from the public school site to a refurbished facility down the street. Hantsport Library will be closed June 23<sup>rd</sup> through the 26<sup>th</sup> to facilitate the move, and will re-open on Saturday, June 27<sup>th</sup>, with the new name of the "Isabel and Roy Jodrey Memorial Library". AVRL acknowledges the untiring commitment of the Friends of the Hantsport Library, in cooperation with the Town of Hantsport, which made this project possible.

Our annual staff in-service was held on Monday, May 25<sup>th</sup> in Bridgetown. All locations were closed, allowing staff to gather together, learn, share, interact and develop professionally.

This year, we were pleased to have motivational speaker Pam Mood deliver a morning of dynamic and energetic sessions. Other workshops included the topics of: Patron challenges; VuFind web catalogue; Innovative library ideas; Senior-Friendly libraries; and our new Be Fit Physical Literacy Kits. Follow-up evaluations indicate it was an informative and very enjoyable day.

AVRL's bookmobile will no longer be providing service to schools, effective in September. This will free up time in the schedule for additional community stops. New areas have been identified, and stops to those locations will begin over the summer. The bookmobile continues to be a marketing tool for AVRL and, when possible, we take part in parades, farmers' markets, and community events. Outreach Manager, Wendy Kearnes, was a guest presenter at the recent Canadian Library Association's conference in Ottawa on the subject of bookmobiles and innovative outreach services.

Tenders have been invited for a new library delivery van and this process should be finalized by the end of June. It will replace our current 2010 van which makes three deliveries a week to each of our 11 branch libraries. The new vehicle will allow stand-up space and our driver is super-excited!

Summer Reading Club is ready to launch on June 22. Partnerships in place with Upper Clements Parks to provide a free Fast Pass to all who finish, and with Oaklawn Farm Zoo for two Library Days at the Zoo: July 21 & August 11 -- 18 & under get in to the zoo free with their AVRL library card.

A new StoryWalk was launched in Port Williams on June 13. "The Duck Says" by Canadians- author Troy Wilson and illustrator Mike Boldt. The new StoryWalk was made possible in part by the Murdoch C. Smith Memorial Library Board of Trustees (Port Williams), and is dedicated to Elinor Miller, chair of that board for 25 years.

AVRL attended the annual HomeSchool Expo, held this year at NSCC Kingstec in Kentville. Over 400 people attended this event.

AVRL has hired a summer student as a Communications Assistant, who is updating some of our print brochures, and is working on newsletter design as well as a PR and social media strategy. He has been hired in part by a grant from the NS Student Career Skills Development Program.

New web catalogue coming soon! AVRL will be included in the first round of the new web catalogue rollout to regional libraries. This is tentatively set to happen by the end of June, an exact date has yet to be set. This catalogue will have some great features for users along with a more Google and Amazon type of searching. Users will be able to create their own lists of books within their account and comment on titles. Staff's preview/testing of this has been very positive.

Summer CAP Youth Program is underway. Youth are now in place in all locations for the summer. The Middleton youth has been hired from a grant application from the Friends' group at that location. These youth will be offering one-on-one tech help which has been extremely popular in the past couple of years. We are seeing more and more participants bringing in their devices and requesting assistance in their use. The youth will also be offering programs to children. These are centered on technology with some introducing

coding and programming to children ages 7 and up. We have Ozobots, SpinBots, LEGO Mindstorms Robotics, WeDo Robotics, Squishy Circuits, MakeyMakey, BrushBots, tablets with musical apps, Andruino and more.

NNELS, the National Network for Equitable Library Service has been well received in our region. Audio titles are being downloaded, by staff, from this site and then catalogued for use by those with print disabilities. We have recently purchased two BoomBox Plus devices that are designed for users with print disabilities. The BoomBox Plus is a small, compact machine that plays audio titles from a USB stick. It will keep your place on up to four USB sticks at one time, so you can always begin where you left off. These will be circulated to users with downloaded titles.

The OverDrive Advantage Collection is dramatically shortening the waiting lists for the users of our downloadable audiobooks and eBooks. We began with this collection in March. We are purchasing additional copies of the most popular titles. The Advantage Collection is only available to AVRL users.

Staff attended spring training in the valley. A staff technology proficiency assessment was completed in the fall of 2014, to see where staff felt their strengths and weaknesses were with a large variety of applications. As a result we targeted several areas for training this spring, offering varying levels of training for each application based on the proficiency assessments. Some staff attended as many as four workshops over a three month period. A go forward training plan will be developed for the next 12-24 months.

Submitted by  
AVRL Management Team  
June 18, 2015



HR Committee Report for AVRL Board meeting June 18<sup>th</sup>, 2015

As per the discussion at the April Board meeting, members of the HR committee and Interim CEO Lorraine McQueen finalized the wording of the CEO job description for advertisement. On Thursday, April 16, 2015 the CEO Job Position was posted on the following sites:

Career Beacon

The Chronicle Herald Saturday, April 25 print edition

CREAM (The Chronicle Herald online)

The Partnership Jobsite, which advertises library positions across Canada

Council of Regional Librarians of Nova Scotia

Service Canada Job Bank

And on

AVRL website

AVRL Facebook account

AVRL twitter

The closing date for applications was extended to Friday May 1st 2015 rather than April 27<sup>th</sup> 2015 due to a slight delay placing notices regarding the CEO position.

Upon receipt of a number of applications the matter of selection for interviews was passed to the Hiring/Interviewing Committee, chaired by Shirley Pineo. Ms Pineo will provide further information in her report.

Respectfully submitted,

Jill H Cox

Chair

HR Committee

ANNUAL REPORT  
AVRL Chair Shirley Pineo  
June 18, 2015

The AVRL Board has had a very busy year. We have experienced lots of change.

Last June, a few of our employees brought to our attention that there may be some dissatisfaction among them. The Vice-Chair, Chair of Finance and myself met and discussed a way to proceed. The AVRL board decided to send out an employee satisfaction survey and were surprised by some of the answers.

This survey led us to believe that we needed to proceed with the new location for Headquarters and this led to a very lengthy process to an RFP where we decided to accept the offer from the Town of Berwick to enter into an agreement where we would see our headquarters and a new Berwick library to be housed in a new Municipal complex.

During this time, our CEO Frances Newman resigned to take a new position in Ontario. The board decided to fill the position with an interim CEO until we had time to properly advertise and select a replacement. We were very fortunate in finding Lorraine McQueen who agreed to come out of retirement and fill in for a short time. Originally we hired Lorraine for 3 months but it soon became apparent that we needed her expertise for several more months.

At this time, we are anticipating the acceptance of our offer to hire a new CEO from Saskatchewan so hopefully Lorraine may be able to get back to her family and retirement before fall. Our candidate will be here on June 26 to meet the members of the board and some staff as well as some Friends of the Library. We will meet in the Berwick Fire Hall for an afternoon of information, food, drink and networking with everyone.

Lorraine has brought forward many new ideas and is implementing several organizational changes to job descriptions and renaming positions as well as updating the by-laws and looking at all our policies.

I would like to express my appreciation to all the board members, especially the Chairs of Committees that put in many hours of work on behalf of the board's business. Every board member has taken their responsibility seriously and have helped make our district a better place to work. However, I must say a special Thank you to one member and that is the Vice Chair, Janet Ness. Without her help and assistance throughout the year I would not have been able to complete all the work required of this position.

Looking forward, we still have the lack of sustainable funding as a major concern but I feel we will overcome whatever is sent our way as creative minds continue to work together to build a better rural library service.

Thank you for electing me as Chair of this wonderful organization.

Sincerely,



**AVRL Board Meeting  
June 18, 2015  
Interim CEO Report**

Since our last Board meeting on April 9<sup>th</sup>, life continues to be eventful and interesting. Some highlights are:

- On May 13, 14 and 15, I attended the Council of Regional Librarians (CORL) meeting in Antigonish. There were presentations from government officials, reports on on-going projects and a great deal of discussion on the proposed new funding formula for Provincial Government support of the Regional Library system. The Funding Formula Review Committee met on June 12 to discuss this latest proposal and it may or may not be recommended to the Minister. If it is recommended, as now proposed, it will have significant impact on regional library budgets in 2016-17. Some regions will be adversely affected and it is difficult to see at this point what changes will come from this.
- On May 15, 2015, the Labour Board counted the vote on the certification of a union and reported that the employees had chosen not to certify a union at AVRL. This application had been pending since December 31, 2015 and caused considerable delay in my mandate to revise position descriptions and organizational structures. In addition, the legal costs to the Board were significant at approximately \$11,000.00. The employees must now wait 3 months before they can reapply for certification. However, this has given me a sense of urgency to complete the work I was asked to do and to ensure that should a union be certified the organization has addressed some significant structural issues and will be in a good position to negotiate a contract.
- On May 20, I met with the Board Chair and the Chair of the HQ Committee with Town officials from Berwick to discuss plans for the new Berwick Library and AVRL HQ facilities. We were assured that the Town of Berwick will be able to meet the March 2017 deadline and that there would be consultation about AVRL's needs throughout the process.
- On Sunday, May 24, AVRL hosted the first gathering of region-wide Friends of the Library groups. We learned about Bridgetown, Middleton, Wolfville, Annapolis Royal and Hantsport groups from representatives at the meeting and also heard a bit about Kentville, Port Williams and Windsor groups. Friends groups are very important to AVRL and I have included the support of Friends in the new position descriptions of the Management Team.

- On June 1, I implemented the new management structure that the Board approved in February 2015. (I had to wait for the Union vote!) The Management Team is now composed of three Coordinators. The Coordinator of Systems and Collection Access is Charlotte Janes, who is responsible for the library materials budget and the technical systems that give us access to our holdings. Wendy Trimper is now the Coordinator of Community Library Services and is responsible for all our direct service to the public in our branch and bookmobile services. One new position has been created, but filled with existing staff. Angela Reynolds is now Coordinator of Community Engagement. Her responsibilities include enhancing AVRL's image and presence in our entire service area, developing public relations and communications programs and expanding our cooperation with and our impact on our communities. She will be supporting the development of active users and supporters – including Friends groups.
- AVRL is now officially in a transition period. The new Management Team and will be meeting weekly for some time as we work out the details of restructuring and transition. It was agreed to form a Transition Team composed of the Management Team and supervisors which will meet every other week throughout this transition period. There will be changes in work assignments at HQ as we begin to shift from what we have always done and find new ways to make a positive impact on our communities and our funders. To this end, I cancelled the old form of Collection Exchange and we will be working toward a "Floating Collection" model for future collection renewal and exchange in the Region.
- All AVRL position descriptions are being reviewed and the Management Team will be working through and confirming them as the transition process continues. The Team will be seeking input as we move forward and we began this process on June 10 with a day-long meeting of Branch Managers.
- There are also many service changes and developments in process for both Branches and the Bookmobile service. This seems to be a time for growth and development of AVRL branches with Berwick, Hantsport, Annapolis Royal, Kentville and Port Williams considering moves or upgrades. The official opening of the new Hantsport facility will take place on September 23, 2015.
- In addition to all the fun stuff, I also worked on a new format for the 2015-16 annual budget and met with the Finance Committee for its review; helped with the transition of our banking services from the Royal Bank to the Valley Credit Union and continued to sign tax receipts for all the individual donations that come to us every day from our citizen supporters throughout the Valley.

- As this will no doubt be my last meeting with you as Interim CEO, let me express my profound thanks for your confidence in me and for giving me the opportunity to contribute to public library service in the Annapolis Valley. I will continue my interest in your work and wish you every success in the future.

Lorraine McQueen

June 18, 2015