



Annapolis Valley Regional Library Board Meeting

Thursday, June 09, 2016

Program Room, Windsor Public Library

Minutes

Present: Shirley Pineo, Chair, Ann-Marie Mathieu, CEO, Tony Bentley, Janet Ness, Bob Best, Jill Cox, Timothy Habinski, Sherry Brideau, Pat Power (arriving at 7:06 pm), Scott Geddes (arriving at 8:55 pm)

Regrets: Jane Bustin, Peter Muttart, Lesley MacDonald

AVRL Staff: Kelly Kempton, Shelley Wallace,

Guests: Barry Kendall and Jessica Clahane (Grant Thornton Auditors Report)

1. Call to order:

The CEO called the meeting to order at 7:01 pm.

2. Election of the Chair and Vice-Chair:

MOTION: It was moved by Tony Bentley and seconded by Jill Cox to nominate Shirley as Chair of the Annapolis Valley Regional Library Board. CARRIED

MOTION: It was moved by Bob Best and seconded by Timothy Habinski that the nominations be closed. CARRIED

Shirley Pineo was congratulated and assumed the Chair.

MOTION: It was moved by Bob Best and seconded by Tony Bentley to nominate Janet Ness as Vice-Chair of the Annapolis Valley Regional Board. CARRIED

MOTION: It was moved by Bob Best and seconded by Timothy Habinski that the nominations be closed. CARRIED

Janet Ness was congratulated on being voted the Vice-Chair.

MOTION: It was moved by Janet Ness and seconded by Jill Cox to nominate Lesley MacDonald as Treasurer of the Annapolis Valley Regional Library Board. CARRIED.

MOTION: It was moved by Bob Best and seconded by Timothy Habinski that the nominations be closed. CARRIED

3. Approval of Agenda:

MOTION: It was moved by Jill Cox and seconded by Timothy Habinski that the agenda be approved with the following additions. Carried.

5.2 Funding Formula Update

7.2 Motion from the Human Resources Committee

9.1 Annual Report Draft

MOTION: It was moved by Bob Best and seconded by Janet Ness to move the audit presentation by Grant Thornton (7.1.1) up to the present time. CARRIED

7.1.1. Audit Presentation by Grant Thornton:

The auditors, Barry Kendall and Jessica Clahane, were welcomed and introductions were made around the table.

Barry Kendall gave back ground information and explained the issue of sick time accruals being a liability with the move to Public Sector Accounting Standards.

Barry Kendall presented the Financial Statements and explained any questions arising from them.

Jessica Clahane reviewed the internal control findings as a result of the audit. Any issues they found were addressed promptly.

MOTION: It was moved by Timothy Habinski and seconded by Tony Bentley to receive the Auditors Report. CARRIED

MOTION: It was moved by Bob Best and seconded by Jill Cox to approve the Qualified Auditors Report, with the reporting of sick leave accruals to be referred to the Finance Committee. CARRIED

MOTION: It was moved by Janet Ness and seconded by Tony Bentley for the Chair to sign the audit report letter when presented. CARRIED

The auditors were thanked for their presentation and they left the meeting.

4. Approval of Minutes of Previous meeting:

MOTION: It was moved by Timothy Habinski and seconded by Jill Cox that the minutes of the April 14, 2016 meeting be approved. CARRIED.

5. Correspondence and Communications:

5.1. MOTION: It was moved by Timothy Habinski and seconded by Pat Power to receive the letter from Patrick Ryall and send out a thank you letter as a response. CARRIED.

5.2. Funding Formula Update:

Ann-Marie Mathieu attended a special meeting held by CORL on Tuesday, June 7, 2016 in Halifax. The Regional Librarians were unable to obtain consensus regarding the funding formula proposals.

6. Business Arising from the Previous Meeting:

6.1. Kentville Library relocation:

MOTION: It was moved by Bob Best and seconded by Jill Cox to go in camera. CARRIED

MOTION: It was moved by Timothy Habinski and seconded by Sherry Brideau to come back out of in camera. CARRIED.

Ann-Marie Mathieu will forward the Air Quality Test conducted by Design1 Indoor Environmental Inspections (see attached) to the Town of Kentville. Ann-Marie Mathieu will consult with the WCB on how to ensure AVRIL is acting in full-compliance of the legislation, particularly as it pertains to due diligence for the Kentville employees.

7. Committee Reports:

7.2. Human Resources Committee:

Jill Cox reported that Ann-Marie Mathieu had received an excellent annual performance evaluation.

MOTION: It was moved by Jill Cox and seconded by Timothy Habinski to increase Ann-Marie Mathieu's wage on her salary scale from level 4 to level 5. CARRIED.

Ann-Marie Mathieu thanked the Board for their support over the past ten months, and how much she has enjoyed being the CEO with the AVRIL.

7.6. LBANS

Shirley Pineo is unable to attend the LBANS meeting in Truro this coming Saturday, June 11, 2016. She plans to send an email response to be read at the meeting regarding the funding formula update .

8. Report from the Chief Executive Officer:

8.1. Ann-Marie Mathieu presented the financial statement.

8.2. Ann-Marie Mathieu presented the statistics report. It was noted that circulation has increased.

MOTION: It was moved by Scott Geddes and seconded by Tony Bentley to receive the Financial Statement Report, and the Performance Measures Report. CARRIED.

MOTION: It was moved by Timothy Habinski and seconded by Scott Geddes to accept the CEO Report. CARRIED

9. New Business:

9.1. Annual Report Draft

Ann-Marie Mathieu presented a draft of the AVRL Annual report.

10. Roundtable/Member Report:

Jill Cox reported the Middleton has hired a summer student once again. The Friends of the Library will be paying for one week of the student's wages.

Janet Ness noted that Wolfville is busy planning their summer concerts.

Bob Best will be meeting with Tony Bentley on Monday (June 13) to discuss the Kentville Library relocation issues.

Bob Best shared that Berwick is in the building stage on the new Library location.

Scott Geddes had nothing to report.

Sherry Brideau thanked everyone for the warm welcome to the AVRL Board.

Timothy Habinski mentioned that he had just returned from Winnipeg and Annapolis County has plans to present a "band-aid fix" on Broadband internet problems to the municipality in conjunction with the library. This will be dependent on funding from the provincial government.

Tony Bentley had nothing to report.

Pat Power would like to see the next meeting held in the western end of the regions. She reported that the Friends of the Library are selling books at the farmer's market.

Shirley Pineo mentioned that she enjoyed AVRL's Annual Inservice on Monday, June 6, 2016.

11. Date of Next Meeting:

The next meeting will be held on Thursday, September 8, 2016 at 7:00pm in Annapolis Royal. Timothy Habinski and Pat Power will organize an location for this meeting.

The next Joint Committee meeting will be held on Wednesday, July 13, 2016 from 5:00 – 7:00 pm at the Apple Dome in Berwick.

12. Adjournment:

MOTION: It was moved by Janet Ness that the meeting be adjourned. CARRIED