



Annapolis Valley Regional Library

Board Meeting

Thursday, June 15, 2017

7:00 p.m. - 9:45p.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, Janet Ness, John Bregante (alternate for Windsor), Martha Armstrong (alternate for Kings County), Ann-Marie Mathieu.

REGRETS: Shelley Bibby, Bob Best.

GUESTS: Barry Kendall and Mike Livingston (Grant Thornton), Shelley Wallace (AVRL Finance Administrator).

1. Call to order:

The meeting was called to order at 7:00pm by Ann-Marie Mathieu, CEO/Secretary of the Board.

2. Election of the Officers for 2017-2018:

MOTION: That Shirley Pineo serve as the AVRL Chair for 2017-2018.

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

The nomination was accepted. The motion was CARRIED.

The CEO/Secretary turned the meeting over to the Chair.

MOTION: That Janet Ness serve as the AVRL Vice-Chair for 2017-2018.

MOVED BY: John Bregante **SECONDED BY:** Lynn Pulsifer

The nomination was accepted. The motion was CARRIED.

2. Election of the Officers - Continued...

MOTION: That Lesley MacDonald serve as AVRL Treasurer for 2017-2018.

MOVED BY: Jill Cox SECONDED BY: Janet Ness

The nomination was accepted. The motion was CARRIED.

3. Approval of Agenda

The following items were added to the agenda:

5.1 Correspondence from Mayor Sandra Snow (Town of Kentville)

5.2 Response to AVRL Letter from Tracy Taweel (Deputy Minister, CCH)

8.5 Bookmobile decals

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

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

4. Approval of Minutes of the Previous Meeting:

The following amendment was proposed: Under 6.1 Angela Reynolds needs to be added to the list of attendees.

MOTION: That the minutes of the April 13, 2017 meeting be approved as amended.

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

5. Correspondence and Communications

5.1 Letter from Mayor Sandra Snow (Town of Kentville) dated May 30, 2017

5.2 Letter from Tracey Taweel (Deputy Minister, CCH) dated May 18, 2017

MOTION: To accept all correspondence (Items 5.1-5.2).

MOVED BY: Lynn Pulsifer SECONDED BY: Janet Ness CARRIED.

6. Business Arising from the Previous Meeting:

6.1 Kentville Library Project:

Shirley Pineo and Janet Ness provided an overview of the meeting with Mayor Sandra Snow, Mark Phillips, and Rachel Bedingfield on Tuesday, June 6, 2017. AVRL employees Angela Reynolds and Julie Johnson were also present. By way of clarification, AVRL has not signed the *Memorandum of Understanding* with the Town of Kentville as this item was deferred indefinitely from the April 13, 2017 Board Meeting. The Board understands that the space represents Kentville's "vision", and as such agree to provide service from the space that we are provided. As well, any decision pertaining to the frosted glass will be determined once the space has been completed. No further action is anticipated.

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

6.2 MOU Between the AVRL and the Municipality of West Hants:

MOTION: To authorize the Board Chair and Chief Executive Officer to sign the Memorandum of Understanding with the Municipality of West Hants as presented.

MOVED BY: Janet Ness **SECONDED BY:** Jane Bustin **CARRIED.**

7. Committee Reports:

7.1 Executive Committee:

There was nothing to report.

7.2 Finance Committee:

7.2.1 Grant Thornton Presentation of the Financial Statements April 1, 2016 - March 31, 2017

The letter from Barry Kendall dated June 15, 2017 pertaining to *Communication of Internal Control Matters Identified During the Audit of the 2017 Financial Statements* was distributed and discussed.

The letter from Barry Kendall dated June 15, 2017 pertaining to the *Status of the Audit* was distributed and discussed.

The *Financial Statements March 31, 2017* as prepared by Grant Thornton were distributed and discussed.

MOTION: To refer the sick-leave accrual actuarial component of the Financial Statements to the Finance Committee for discussion and resolution.

MOVED BY: Lesley MacDonald **SECONDED BY:** Janet Ness **CARRIED.**

MOTION: To approve the *Financial Statements March 31, 2017* as presented by Grant Thornton.

MOVED BY: Alex Morrison **SECONDED BY:** Lesley MacDonald **CARRIED.**

7. Committee Reports - Continued...

7.2 Finance Committee:

7.2.1 Grant Thornton Presentation of the Financial Statements April 1, 2016 - March 31, 2017 - Continued...

MOTION: To sign the *Management Representation Letter of Observations*.

MOVED BY: John Bregante **SECONDED BY:** Jill Cox **CARRIED.**
The letter was signed by Shirley Pineo and Lesley MacDonald.

Lesley MacDonald recommended that the Finance Committee review the process for delivery and discussion of documents.

7.3 Human Resources Committee:

There was nothing to report.

7.4 AVRL Advocacy and Development Committee (formerly Public Relations Committee):

7.4.1 Report from Janet Ness dated May 17, 2017:

MOTION: That the AVRL Public Relations Committee be renamed the AVRL Advocacy and Development Committee

MOVED BY: Janet Ness **Seconded by:** Jill Cox **CARRIED.**

7.4.2 Report from Janet Ness and Ann-Marie Mathieu - All Candidates Public Library Virtual Forum.

The Report was discussed. Fundraising for the "Libra-Cycle" initiative was discussed - this can be used to develop advocacy and partnership opportunities.

MOTION: That Alex Morrison be appointed to the AVRL Advocacy and Development Committee.

MOVED BY: Pat Power **SECONDED BY:** Lesley MacDonald **CARRIED.**

An electronic motion was made on May 2, 2017 which stated the following...

MOTION: That the AVRL authorizes the AVRL Chair, CEO, and Chair of Advocacy and Development Committee (formerly the Public Relations Committee) to develop and initiate advocacy opportunities during the Nova Scotia election.

MOVED BY: Janet Ness **SECONDED BY:** Lesley MacDonald **CARRIED.**

7. Committee Reports - Continued...

7.5 LBANS:

7.5.1 LBANS Representative Report:

Shirley Pineo reported on the LBANS Orientation Session provided to the AVRL Board on May 17, 2017.

MOTION: To recommend that LBANS look into asking the Province to provide consistent signage throughout the Province.

MOVED BY: Alex Morrison **SECONDED BY:** Lynn Pulsifer **CARRIED.**

MOTION: To recommend that LBANS offer a monetary prize (in the range of \$500-\$1,000) to the Board that has the highest percentage of their Board Members at the full conference, to be donated to the project of their choice.

MOVED BY: Janet Ness **SECONDED BY:** Lesley MacDonald **CARRIED.**

MOTION: That LBANS provide Trustees with a monetary incentive to attend their first NSLA Conference.

MOVED BY: Janet Ness **SECONDED BY:** Lesley MacDonald **CARRIED.**

7.5.2 NSLA/LBANS Joint Conference Sept 29-Oct1, 2017

AVRL is hosting the NSLA/LBANS Joint Conference this year. It will be held at the Annapolis Basin Conference Center September 29th - October 1st. A summary of the sessions/activities was distributed and discussed.

8. Reports from the Chief Executive Officer:

8.1 Financial Statements:

8.1.1 Financial Statement April 1, 2017 -May 31, 2017

The Financial Statement Report for the period April 1, 2017 - May 31, 2017 was distributed but not discussed.

8.1.2 Deferred Revenue/Reserves Balances May 31, 2017.

The Deferred Revenue/Reserves Balances Report, as of May 31, 2017, was distributed but not discussed.

8.2 Performance Measures (Statistics):

The Performance Measures were not available.

8. Reports from the Chief Executive Officer: Continued...

8.3 Annual Report:

MOTION: To accept the Annual Report April 1, 2016 - March 31, 2017 as presented.

MOVED BY: Lynn Pulsifer **SECONDED BY:** Pat Power **CARRIED.**

8.4 Strategic Directions 2017-2020:

The *Strategic Directions Report 2017-2020*, as prepared by Ann-Marie Mathieu and dated April 13, 2017, was distributed and discussed.

MOTION: To accept the Mission Statement "*The Annapolis Valley Regional Library builds strong communities through the sharing of places for connections and collections.*"

MOVED BY: Alex Morrison **SECONDED BY:** John Bregante **CARRIED.**

MOTION: To accept the Vision Statement "*Our Vision is to provide innovative services that contribute to the quality of life, affirm our sense of community, and enhance our spirit of discovery and lifelong learning.*"

MOVED BY: Lesley MacDonald **SECONDED BY:** Alex Morrison **CARRIED.**

MOTION: To accept the *Strategic Directions 2017-2020* as presented in the report.

MOVED BY: Alex Morrison **Seconded by:** Lynn Pulsifer **CARRIED.**

MOTION: To accept the *Values Statements* as presented in the report.

MOVED BY: Alex Morrison **SECONDED BY:** John Bregante **CARRIED.**

8.4 AVRL Inservice 2017:

The AVRL Staff/Board Inservice was discussed. The Values Statements workshop was highlighted as being of particular importance and staff are to be commended for their thoughtful and enthusiastic participation.

8.5 Bookmobile Graphics:

MOTION: To accept the quote for the replacement of the graphics for the Bookmobile.

MOVED BY: Lesley MacDonald **Seconded by:** Alex Morrison **CARRIED.**

9 New Business:

There was no new business.

10. Member Reports (Roundtable):

Member Reports (Roundtable) was deferred due to lack of time.

11. Next meeting(s):

The meeting schedule for 2017-2018 are September 14, 2017; November 9, 2017: February 8, 2017; April 12, 2018, June 14, 2018 (AGM) - locations to be determined.

The Chairs of the Advocacy and Development Committee, Finance Committee, and Human Resources Committee will be calling for meetings during the summer - dates and location to be determined.

12. Adjournment:

MOTION: That the meeting be adjourned at 9:40pm.

MOVED BY: Jill Cox

SECONDED BY: Lynn Pulsifer

CARRIED.

Minutes prepared by Ann-Marie Mathieu
CEO/Secretary to the AVRL Board