



Annapolis Valley Regional Library

Board Meeting

Thursday, June 14, 2018

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

Council Chambers, Berwick Town Office

236 Commercial Street, Berwick

Minutes

PRESENT: Shirley Pineo, Janet Ness, Lesley MacDonald (arrived 5:45pm), Lynn Pulsifer, Jane Bustin, Jill Cox, Alex Morrison, Pat Power, Emily Lutz (Alternate - Kings County), Ann-Marie Mathieu.

REGRETS: Shelley Bibby, Meg Hodges.

GUESTS: Barry Kendall, Mike Livingstone (Grant Thornton), Shelley Wallace

1. Call to order:

The meeting was called to order at 5:15pm by Shirley Pineo, Chair. The Election of the Officers was moved to after the audit presentation. Emily Lutz (Alternate - Kings County) was welcomed to the meeting.

2. Election of the Officers: [6:15PM Start Time]

The CEO Chaired this portion of the Meeting.

Motion: That Shirley Pineo be nominated as Chair for 2018-2019.

Moved by: Janet Ness Seconded by: Jill Cox.

Shirley Pineo accepted the nomination. There were no further nominations. A discussion on the motion followed. Article III, Section 3. of the Board By-Laws was discussed. No further comments/questions on the motion were made, and the question was called. Shirley Pineo was unanimously approved as Chair. The CEO turned the meeting back to the Chair.

Motion: That Janet Ness be nominated as Vice-Chair for 2018-2019.

Moved by: Jill Cox Seconded by: Jane Bustin.

Janet Ness accepted the nomination. There were no further nominations. No further

comments/questions on the motion were made, and the question was called. Janet Ness was unanimously approved as the Vice-Chair.

Motion: That Lesley MacDonald be nominated as Treasurer for 2018-2019.

Moved by: Janet Ness Seconded by: Lynn Pulsifer.

Lesley MacDonald accepted the nomination. There were no further nominations. No further comments/questions on the motion were made, and the question was called. Lesley MacDonald was unanimously approved as Treasurer.

Motion: That Executive Committee undertake an AVRL By-Laws review.

Moved by: Alex Morrison Seconded by: Jane Bustin Carried.

3. Approval of Agenda

The following items were added to the agenda:

7.3.2 CEO Review Process

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

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

The CEO will send the current By-Laws to the Board, and a meeting will be set for sometime in September.

4. Approval of Minutes of the Previous Meeting:

MOTION: That the minutes of the April 05, 2018 meeting be approved as presented.

MOVED BY: Jill Cox SECONDED BY: Janet Ness CARRIED.

5. Correspondence and Communications

5.1 Thank you card from Pam Ellis for "Long-Service" gift.

6. Business Arising from the Previous Meeting:

6.1 Kentville Library Project - Verbal Update by the CEO and the Board Representative:

Ann-Marie Mathieu shared the updated lighting report with the Town of Kentville. Emails were sent to Rachel Bedingfield on April 25th, and May 29th. No official response has been received. Ann-Marie will follow up again on this matter.

7. Committee Reports:

7.1 Executive Committee (Shirley Pineo, Chair):

7.1.1 Memorandum of Understanding - AVRL and Annapolis Royal

MOTION: To accept the MOU with the Town of Annapolis Royal, and AVRL as presented.

MOVED BY: Pat Power SECONDED BY: Janet Ness CARRIED

7.1.2 Memorandum of Understanding - AVRL, Annapolis Royal, Innovation Lab

MOTION: To accept the MOU with the Town of Annapolis Royal, the Innovation Lab, and the AVRL as presented.

MOVED BY: Pat Power SECONDED BY: Janet Ness CARRIED

7.2 Finance Committee (Lesley MacDonald, Chair): [5:45pm start time]

7.2.1 Financial Statements - Auditors Report

Barry Kendall and Mike Livingstone (Grant Thornton) presented the Financial Statements for April 1, 2017 - March 31, 2018.

MOTION: To accept the Financial Statements dated March 31, 2018 as presented.

MOVED BY: Lesley MacDonald SECONDED BY: Lynn Pulsifer CARRIED

MOTION: To direct the Chair to sign the Management Representation Letter.

MOVED BY: Lesley MacDonald SECONDED BY: Jill Cox CARRIED

MOTION: That Grant Thornton be retained for the 2018-2019 audit.

MOVED BY: Lesley MacDonald SECONDED BY: Lynn Pulsifer CARRIED

7.3 Human Resources Committee (Jill Cox, Chair):

7.3.1 Report from the Meeting dated May 31, 2018:

MOTION: To accept the Revised Terms and Conditions of Employment Policy HR-0080 as presented effective November 1, 2018, and to repeal the remaining Human Resource Policy effective November 01, 2018.

MOVED BY: Jill Cox SECONDED BY: Alex Morrison CARRIED

[UPDATE - Electronic Vote]

MOTION: The date of implementation of the AVR's Terms and Conditions of Employment Policy HR00080 be delayed until January 1, 2019 instead of November 1, 2018 as carried at the June 14, 2018 meeting, and coincidentally the present AVR Resources Policy rescind date be changed to January 1, 2019 instead of November 1, 2018, also carried on June 14, 2018.

MOVED BY: Jill Cox SECONDED BY: Lesley MacDonald CARRIED

7.3.2 CEO Review Process

MOTION: To Move In Camera.

MOVED BY: Jill Cox SECONDED BY: Emily Lutz CARRIED

MOTION: To Move Out of In Camera.

MOVED BY: Lynn Pulsifer SECONDED BY: Jane Bustin CARRIED

The Board Chair wished the Minutes to reflect that the CEO's Performance Appraisal was positive, and that the CEO continues to have the Board's support.

7.4 The Advocacy and Development Committee (Janet Ness, Chair):

7.4.1 Report from the April 11, 2018 Meeting:

The Advocacy and Development Committee Report from the April 11, 2018 meeting was discussed.

7.4.2 Report from the May 17, 2018 Meeting:

The Advocacy and Development Committee Report from the May 17, 2018 was discussed.

The next meeting of the Advocacy and Development Committee is scheduled for June 21, 2018.

7.5 LBANS (Alex Morrison, Board Representative):

7.5.1 LBANS Representative Report:

Janet Ness attended the LBANS Meeting on June 23, 2018. The joint NSLA/LBANS Conference is scheduled for September 28-29, 2018 at the Grand Hotel in Yarmouth.

MOTION: To receive all Committee Reports.

MOVED BY: Jill Cox SECONDED BY: Alex Morrison CARRIED

8. Reports from the Chief Executive Officer:

8.1 Financial Statements:

8.1.1 Financial Statement April 1, 2018 - May 31, 2018:

The Financial Statement Report for the period April 1, 2018 - May 31, 2018 was discussed.

8.1.2 Deferred Revenue/Reserves Balances May 31, 2018:

The Deferred Revenue/Reserves Balances Report, as of May 31, 2018, was discussed.

MOTION: To accept the Financial Statements.

MOVED BY: Lesley MacDonald SECONDED BY: Lynn Pulsifer CARRIED

8.2 Performance Measures (Statistics):

The Performance Measures for the period April 1, 2018 - May 31, 2018 were presented.

8.3 CEO Report:

The CEO Report dated June 14, 2018 was discussed.

8.4 Annual Report:

The Annual Report was distributed and discussed.

MOTION: To receive Reports 8.2 - 8.4 from the CEO.

MOVED BY: Jill Cox SECONDED BY: Emily Lutz CARRIED

9. New Business:

9.1 There was no new business.

10. Member Reports (Roundtable):

- ✓ Wolfville: We are continuing with discussions on a new library for Wolfville.
- ✓ Kentville: Houdini Design Architects was the winner of a 2018 Maritime Architectural Design Excellence Award in recognition of the repurposing of the Kentville Library.
- ✓ Berwick: Jane will do a membership drive with Council.
- ✓ Kings County: The Village of Kingston is looking at alternate locations for the Library.
- ✓ Annapolis Royal: Relocation is underway, demolition is underway.
- ✓ Annapolis County: Alex shared his visits to libraries in Ireland.
- ✓ Middleton: Jill reported that the Town spent \$1,000 on improvements to the library.
- ✓ West Hants: No report.
- ✓ Windsor: No report.

11. Next meeting(s):

The next regular Board Meeting is scheduled for **Thursday, September 13, 2018 - 5:00pm-7:00pm in Berwick Town Office**. It was agreed to return to the second Thursday of the month. The meeting schedule for the coming year is as follows:

September 13, 2018

November 08, 2018

February 14, 2019

April 11, 2019

June 13, 2019 (AGM) and regular meeting

12. Adjournment:

MOTION: That the meeting be adjourned at 7:20pm.

MOVED BY: Lesley MacDonald

SECONDED BY: Lynn Pulsifer

CARRIED.

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