



## **Annapolis Valley Regional Library**

**Regular Board Meeting  
Thursday, June 18, 2020**

**5:45 p.m. - 6:42 p.m.**

**Berwick Council Chambers**

# **Minutes**

**PRESENT:** Janet Ness, Jill Cox, Bob Morton, Lynn Pulsifer, Pat Power, Jane Bustin, Alex Morrison, Lesley MacDonald, Meg Hodges, Colin Bowers, Ann-Marie Mathieu.

**REGRETS:**

**ABSENT:**

**1. Call to order:**

Janet Ness called the meeting to order at 5:45pm.

**2. Guests/Presentations:**

There were no guests

**3. Approval of Agenda:**

Additions to the agenda:

6.2 Bookmobile Update

8.5 Administration Office - Telephone system

**MOTION:** To approve the agenda as amended.

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

**4. Approval of Minutes of the Previous Meeting (February 20, 2020)**

**MOTION:** That the minutes of the February 20, 2020 meeting be approved as presented.

**MOVED BY:** Jill Cox      **SECONDED BY:** Lynn Pulsifer      **CARRIED.**

**5. Correspondence and Communications**

5.1 Sent

5.1.1 Not applicable

5.2 Received

5.2.1 Not applicable

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

6.1 Kingston Library - Update by CEO

The Kingston Branch has been moved into the temporary location at the Visitor's Centre - Kingston Lite. The tender has been made public and a contractor will be selected within the next few weeks

6.2 Bookmobile Update

The Bookmobile and Offsite Services Manager has been phoning patrons of the Bookmobile to inform them that walk-on/community stops will cease effective immediately. The process of informing this group of patrons is expected to be completed within the next month.

**7. Committee Reports:**

7.1 Executive Committee, Janet Ness (Chair):

7.1.1. There was nothing to report.

7.2 Finance Committee, Lesley MacDonald (Treasurer)

7.2.1 2020 - 2021 Operating Budget:

The 2020 - 20201 Operating Budget was presented and discussed.

**MOTION:** To accept the 2020 - 20201 Operating Budget

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

7.2.2 Financial Statement:

The Financial Statement for the period April 1, 2020 - May 31, 2020 was discussed.

7.2 Finance Committee, Lesley MacDonald (Treasurer): Continued

7.2.3 Deferred Revenue/Reserves:

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

**MOTION:** To accept the Financial Statements 7.2.2 and 7.2.3 as presented.

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

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

7.3.1 Emergency Sick Leave Provision:

The Emergency Sick Leave Provision agree to at the special May 29th, 2020 Zoom meeting were discussed.

**MOTION:** That the Board approve the Emergency Sick Leave Provision

**MOVED BY:** Jill Cox **SECONDED BY:** Colin Bowers **CARRIED.**

7.3.2 COVID-19 Recovery - Staff Survey Results [May 2020]

The COVID-19 Recovery Staff - Staff Survey Results were discussed.

7.4 Advocacy and Development Committee, Janet Ness

There was nothing to report.

7.5 LBANS

There was nothing to report.

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**MOTION:** To accept all other Committee Reports. [7.3.1 - 7.5]

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

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**8. Reports from the Chief Executive Officer**

8.1 Roadmap to Reopening:

The June 15, 2020 version of the Roadmap to Reopening was discussed. We are currently in **PHASE 2** of the plan, which sees our Branches closed to the public, AVRL Staff back working in our eleven Branches, and the resumption of circulation of our physical items through a new service called "Library Take-Out". [Please note **PHASE 2** does not include opening our Branches to the public.] "Library Take-Out" has proven to be very popular, and we anticipate continuing to offer it for the foreseeable future. **PHASE 3** of the plan will involve welcoming AVRL's patrons back into our Branches, in a limited, controlled capacity. AVRL Management will conduct site visits to all eleven locations commencing the week of June 22nd. Once completed, we will provide a list of modifications to the space to the Municipal Units that will ensure compliance with

Nova Scotia Health Authority requirements. We are hoping to welcome the community back into our libraries as early as July 2nd.

8.2 Performance Measures [Statistics]

The Performance Measures for April 1, 2020 - May 31, 2020 were discussed.

8.3 Connect With Your Library - Survey Results

The Connect With Your Library - Survey Results were discussed.

8.4 Once Card Nova Scotia [Alliance]

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

8.5 Administration Office - Telephone System:

Ann-Marie reported that the new telephone system for the Administration Office required new handsets be purchased at a cost of \$1,151.94 [plus taxes]. The changeover will take place on or about June 24th, 2020.

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**MOTION: To accept the Chief Executive Officer's Reports 8.1 - 8.5.**  
**MOVED BY: Colin Bowers SECONDED BY: Lynn Pulsifer CARRIED.**

**MOTION: That the Chair write a letter to all staff commending them on their efforts to get our libraries back up and running.**  
**MOTION BY: Lesley MacDonald SECONDED BY: Jill Cox CARRIED**

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**9. New Business**

9.1 There was no new business.

**10. Member Reports (Roundtable)**

Pat: The new executive for the Friends of the Library is in place. The FOL has updated its Strategic Plan.

Jill: 15th May marked the official retirement day of Sue Aldred. Sue worked for AVRL for 28 years minus 2 months. Jill delivered roses to her house. Gail Aldred also retired.

**11. Next meeting:**

The next meeting is scheduled for **Thursday, September 17, 2020: 6:00pm - 8:00pm**, Berwick Council Chambers or Zoom.

**12. Adjournment:**

**MOTION:** To adjourn the meeting at 6:41 pm.

**MOVED BY:** Jane Bustin **SECONDED BY:** Pat Power **CARRIED.**

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