



Annapolis Valley Regional Library

Regular Board Meeting
Thursday, June 17, 2021
7:00 p.m. - 8:13 p.m.
Online Meeting

Minutes

(Following the AGM)

PRESENT: Janet Ness, Jill Cox, Jane Bustin, Pat Power, Emily Lutz, Colin Bowers, Bob Morton, Lesley MacDonald, Gillian Yorke, Ann-Marie Mathieu

REGRETS: Alex Morrison

1. Call to order:

Janet Ness called the meeting to order at 7:00pm.

2. Guests/Presentations:

There were no guests or presentations.

3. Approval of Agenda:

The following were added to the agenda:

- ✓ Under 5.2 Correspondence and Communication - Notification of retirement from CEO
- ✓ Under 7.3.1 Human Resources Committee - Retirement of CEO
- ✓ Under 7.3.2 Human Resources Committee - CEO Search Committee

MOTION: To accept the agenda as amended.

MOVED BY: Emily Lutz **SECONDED BY:** Bob Morton **CARRIED**

4. Approval of Minutes of the Previous Meeting (April 15, 2021)

MOTION: To accept the minutes of the April 15, 2021 Meeting

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

5. Correspondence and Communications:

Sent:

- 5.1 May 13, 2021 Letter from Janet Ness to Stephanie Smith re: Funding Formula Implementation - To date, no response has been received. General consensus from the Board is that this was a very well worded letter expressing AVRL's concerns around the roll-out of the Funding Formula.

Received:

- 5.2 June 17, 2021 Letter from Ann-Marie Mathieu to the AVRL Board - Notification of CEO Retirement: This will be addressed in the Human Resources part of the agenda

MOTION: To accept the correspondence

MOVED BY: Gillian Yorke SECONDED BY: Bob Morton CARRIED

6. Business Arising from the Previous Meeting:

- 6.1 Accessibility Framework:

Ann-Marie reported that AVRL's *Interagency Advisory Committee for Library Accessibility* [IACLA] had their inaugural meeting on Tuesday, June 15, 2021. IACLA will use the provincial framework as a starting point.

MOTION: To accept the Nova Scotia Joint Accessibility Framework

MOVED BY: Jill Cox SECONDED BY: Gillian Yorke CARRIED

- 6.2 Kingston Library:

Ann-Marie reported that the Kingston Library has reopened, and all issues have been resolved.

7. Committee Reports:

- 7.1 Executive Committee, Janet Ness (Vice-Chair):

- 7.1.1 June 1, 2021 Meeting with Terry Miller re: Annapolis Royal Bequest:

This meeting included Terry Miller, and its purpose was to discuss the Annapolis Royal bequest, and how best to proceed. The outcome was to request Terry Miller attend the June 10, 2021 Finance Committee meeting, and to assist the Board in developing an Investment Policy. The Town of Annapolis Royal, Association of Friends of the Annapolis Royal Library, and the Annapolis Innovation Lab were identified as "stakeholders".

- 7.2 Finance Committee, Lesley MacDonald (Treasurer):

- 7.2.1 June 10, 2021 Meeting Report:

The June 10, 2021 Meeting Report was discussed. Terry Miller attended the portion of the meeting dealing with the Investment Policy. Specifically, the Committee was seeking options on how to invest the Annapolis Royal bequest, and AVRL's reserves, to optimize the return on investment. Those present for

the meeting were very appreciative of Terry Miller's expertise, and willingness to assist the Board in this matter.

MOTION: That the Board task the Finance Committee with the development of an Investment Policy.

MOVED BY: Lesley MacDonald SECONDED BY: Bob Morton CARRIED

7.2.2 Financial Statement - April 1, 2021 - May 31, 2021:

The Financial Statement April 1, 2021 - May 31, 2021 was discussed. It was noted that seven out of eight of AVRL's Municipal Units have voluntarily agreed to support the AVRL at the new rate under the Funding Formula. Windsor West Hants was the exception.

7.2.3 Deferred Revenue Report for June 1, 2021:

The Deferred Revenue Report for June 1, 2021 was discussed.

7.3 Human Resources Committee, Jill Cox:

7.3.1 Formal Notice of Retirement from the CEO:

MOTION: That the AVRL Board formally accept notice of Ann-Marie's retirement as of May 26, 2022 with best wishes for a happy and healthy retirement.

MOVED BY: Jill Cox SECONDED BY: Colin Bowers CARRIED

The Board was thankful for the considerable advance notice of Ann-Marie's retirement.

7.3.2 CEO Search Committee:

MOTION: That the AVRL Board strike a CEO Search Committee immediately, comprised of the Executive Committee and one other Board Member.

MOVED BY: Jill Cox SECONDED BY: Gillian Yorke CARRIED

MOTION: That the Board task the Human Resources Committee with the development of a Succession Plan, which will include an organizational structure review of the senior staffing positions.

MOVED BY: Jill Cox SECONDED BY: Bob Morton CARRIED

7.4 Advocacy and Development Committee, Janet Ness:

7.4.1 Moving Through Fundraising Campaign:

The Moving Through Fundraising Campaign proposal was discussed.

MOTION: That the Board endorse the Moving Through Fundraising Campaign

MOVED BY: Jill Cox SECONDED BY: Colin Bowers CARRIED

7.5 LBANS:

- 7.5.1 Report from the LBANS Representative, Alec Morrison:
There was no report from the LBANS Representative.

MOTION: To receive the Committee Reports 7.1-7.4

MOVED BY: Emily Lutz SECONDED BY: Lesley MacDonald CARRIED

8. Report from the Chief Executive Officer:

8.1 Library Management Committee Report:

The Library Management Committee Report for June 17, 2021 was discussed.

8.2 Performance Indicators (Statistics):

This report was not available.

MOTION: To accept the CEO's Report

MOVED BY: Emily Lutz SECONDED BY: Bob Morton CARRIED

9. New Business:

- 9.1 There was no new business.

10. Member Reports (Roundtable):

Pat Power: Reported that Annapolis Royal FOL had applied for a grant for a power door for the entrance into the library space. The AR FOL will be holding book sales throughout July and August.

Jill Cox: Commented on how powerful Monique Gray Smith's presentation was, and how moving Gray Smith's books are.

Jane Bustin: Was also moved by Monique Gray Smith's presentation. Jane will be sharing Gray Smith's children's books with family members.

Janet Ness: Was also impressed by Monique Gray Smith's presentation.

Emily Lutz: Emily and her children are back enjoying the Berwick Library.

11. Next meeting: **September 16, 2021 6:00pm - 8:00pm**

12. Adjournment:

MOTION: To adjourn the meeting at 8:13.

MOVED BY: Lesley MacDonald

Minutes prepared by Ann-Marie Mathieu
Chief Executive Officer/Secretary to the Board