



Annapolis Valley Regional Library

Regular Board Meeting
Thursday, June 23, 2022
6:00 p.m. - 8:00 p.m.
Hybrid In-person/Zoom Meeting

Minutes

PRESENT: Janet Ness, Jane Bustin (left meeting at 6:50), Alex Morrison, Gillian Yorke (left meeting at 6:50) , Jill Cox, Emily Lutz [left meeting at 6:08 pm], Lesley MacDonald, Bob Morton, Angela Reynolds.

REGRETS: Pat Power

GUEST: Terry Miller

1. Call to order

Janet Ness called the meeting to order at 6:04 pm.

2. Guests/Presentations

Janet welcomed Terry Miller from Investia Financial Services to the meeting, and noted that his report would be given with the Finance report.

3. Approval of Agenda

MOTION: To approve the agenda as submitted.

MOVED BY: Gillian Yorke **SECONDED BY:** Lesley MacDonald **CARRIED**

4. Approval of Minutes of the Previous Meetings

4.1 Minutes from the April 21, 2022 Meeting

MOTION: To accept the minutes of the April 21, 2022 regular Board Meeting as presented.

MOVED BY: Jane Bustin SECONDED BY: Gillian Yorke CARRIED

5. Correspondence and Communications

5.1 Received:

5.1.1 Letter: Wendy Trimper's Retirement

5.1.2 Email: Sue Mullen resigning from Branch Manager position

5.2 Sent:

None sent.

The board would like to extend best wishes and a happy retirement for both Wendy and Sue, as long-term employees of AVRL.

MOTION: To accept the correspondence.

MOVED BY: Lesley MacDonald SECONDED BY: Gillian Yorke CARRIED

6. Business Arising from the Previous Meeting:

None noted

7. Committee Reports

7.1 Executive Committee, Janet Ness (Chair):

7.1.1 March 17th, 2022 Meeting

The Executive Committee met briefly to discuss the CEO search timeline for posting, interviewing, and hiring. AVRL will have two upper management positions open – CEO and Coordinator of Public Services. These positions will be advertised at separate times. The CEO Interview process will be updated in line with the Bias-Free Hiring changes being made within AVRL. Jill Cox will take the lead on the CEO search committee.

7.2 Human Resources Committee, Jill Cox:

7.2.1 As lead for the CEO search, Jill reported on the progress. There will be a meeting on June 24 to further plans for the search – finalizing the job ad and job description. The goal is to have the position ready to post in early July. The ERC sent along compiled comments from the staff survey regarding the CEO search. Jill thanked the ERC for these comments which will be taken into consideration.

7.3 Finance Committee, Lesley MacDonald (Treasurer):

7.3.1 Financial Statement - April 1, 2022 - May 31, 2022

The Financial Statement dated April 1, 2022 – May 31, 2022 was discussed. There were two points of discussion: to be mindful that the price of gas will affect the budget; and to look at the policy regarding reimbursement of moving expenses.

7.3.2 Deferred Revenue Report for May 30, 2022

The deferred Revenue Report dated May 30, 2022 was discussed.

7.3.3 Terry Miller presented the report on the board investment (attached). He assured the board that even though the indexes are down due to the war in Ukraine, inflation, and central bank interest rates, the AVRL account is quite stable. Two points of discussion were to develop the Disbursement Policy for investments, and that in future annual financial statements, the Market Value of the Investments be included.

MOTION: To accept Financial Reports 7.3.1, 7.3.2, and 7.3.3 as presented.

MOVED BY: Lesley MacDonald SECONDED BY: Gillian Yorke CARRIED

7.4 Advocacy and Development Committee, Janet Ness:

There was nothing to report.

7.5 LBANS:

7.5.1 Report for the AVRL LBANS Representative:

Alex Morrison reported that LBNAS met on June 18, 2022. The highlights of the meeting included: Fostering a spirit of cooperation within the various organizations of our Nova Scotia Library group, a motion was passed at the last LBANS meeting held at White Point Lodge to arrange a meeting of CORL, NSLA, regional chairs and LBANS board to discuss general approaches and specific suggested courses of action. That invitation will be sent shortly.

The formal establishment of October as Library Month in Nova Scotia was brought about by the initiative of LBANS. The provincial librarian will be consulting and cooperating with LBANS as we prepare for this year's commemoration.

The NSLA annual conference will be held in October in Sydney. NSLA has indicated that LBANS will no longer be a co-organizer and co-host. However, LBANS will have two sessions at the event.

One LBANS board member has been designated to search sources of funding for programs dealing with Equality, Diversity and Inclusion. Alex concluded by saying that the future of LBANS is bright.

MOTION: To accept all other Committee Reports.

MOVED BY: Gillian Yorke SECONDED BY: Alex Morrison CARRIED

8. Report from the Chief Executive Officer

8.1 Performance Indicators (Statistics):

The Performance Indicators for April 1, 2022 – May 31, 2022 were discussed. Circulation is up 38.23% overall. Computer use and wireless use is up over 60% year-over-year. Recovery from the impact of the pandemic is well underway; in fact, all except 3 branches have circulation higher than in 2018. Same Page is also a factor in this increase.

8.2 Update from the CEO:

Angela Reynolds presented the Regional Library Operating Grant report for FY 2021-2022. The report was mostly completed by former CEO Ann-Marie Mathieu. The board noted and were in agreement with the concerns around the Funding Formula that were expressed in the report.

8.3 Library Management Committee Report:

The Library Management Committee Report for June 14, 2022 was discussed. It was noted that the 819% increase in shipping books due to Same Page was incredible. The board had many positive comments and anecdotes from citizens about Same Page.

MOTION: To accept the Chief Executive Officer Reports

MOVED: Lesley MacDonald SECONDED BY: Alex Morrison CARRIED

9. New Business:

Alex Morrison asked that the AVRL Pension be reviewed. He made a motion to move this review to the HR Committee.

MOTION: To ask the HR committee to prepare a report and review the AVRL Pension and Benefits.

MOVED: Alex Morrison SECONDED BY: Lesley MacDonald CARRIED

10. Member Reports (Roundtable)

There were no member reports at this time.

11. Next meeting:

The next meeting is scheduled for Thursday, September 15, 6-8 PM. It will be held as a hybrid meeting: in-person in Berwick and/or on Zoom.

12. Adjournment

MOTION: To adjourn the meeting at 7:14 pm.

MOVED BY: Bob Morton

Prepared by Angela Reynolds
CEO/Secretary to the Board