



**Annapolis Valley Regional Library Board Meeting**

**Thursday, November 12, 2015**

**Program Room, Rosa M. Harvey Middleton & Area Library, Middleton**

# Minutes

**Present:** Shirley Pineo, Chair, Ann-Marie Mathieu, Tony Bentley, Jane Bustin, Timothy Habinski, Jill Cox, Janet Ness, Bob Best, Peter Muttart, Kelly Kempton, Lesley MacDonald (arriving 5:17 pm), Scott Geddes (arriving 6:43 pm)

**Absent:** Pat Power

**1. Call to order:**

The Chair called the meeting to order. Peter Muttart was welcomed to the board.

**2. Approval of Agenda:**

One addition was made to the agenda: 4.6 Town of Kentville Press Release

**MOTION: It was moved by Bob and seconded by Janet that the agenda be approved as amended. Carried.**

**3. Approval of Minutes of Previous meeting:**

**MOTION: It was moved by Tony and seconded by Jill that the minutes of the September 10, 2015 meeting be approved as circulated. Carried.**

**4. Correspondence and Communications:**

**4.1., 4.2., 4.3., & 4.5. MOTION: It was moved by Tony and seconded by Timothy to receive the letters. Carried.**

**4. Correspondence and Communications: Continued...**

**4.4. MOTION: It was moved by Timothy and seconded by Tony to receive the email from Kings County re: Board Appointment. Carried.**

**4.6.** Shirley read the Town of Kentville Press Release brought to the meeting by Tony. The press release stated that the annual expenses of the new Kentville Library would be shared 50/50 between the Town of Kentville and Kings County. Shirley requested that Ann-Marie should represent AVRL on the committee for building the new Kentville Library.

**MOTION: It was moved by Tony and seconded by Janet to receive the Town of Kentville Press Release.**

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

This was no business arising from the previous meeting.

**6. Committee Reports:**

**6.1.** Lesley presented the Finance Committee Reports.

**6.1.1. MOTION: It was moved by Janet and seconded by Jill to receive the Municipal Assessment Investigation Report and place it on file. Carried.**

**MOTION: It was moved by Lesley and seconded by Peter for Timothy to share the Municipal Assessment Investigation Report with Warden Reg Ritchie. Carried.**

**6.1.2. MOTION: It was moved by Lesley and seconded by Jill to invest \$100,000.00 in a Home High Interest Savings Account with Credential Assets Management. Carried.**

The Finance Committee will continue to look at further investments with one of the Big 5 banking institutions and bring recommendations back to the next meeting.

## 6. Committee Reports: Continued....

Ann-Marie explained the she and the Finance Administrator have met with Grant Thornton to discuss AVRL's need to move to Public Sector Accounting Standards, as per the directive from the Provincial Library. Additionally, there is a need for AVRL to review its financial practices, update accounts names and procedures accordingly, and move towards on-line banking. The Finance Committee will continue to investigate this matter. Shirley requested that Ann-Marie meet with Grant Thornton to further discuss AVRL needs and concerns. Ann-Marie is to bring a report back to the next meeting.

**MOTION: It was moved by Lesley and seconded by Janet that AVRL move to Public Sector Accounting Standards effective immediately. Carried.**

**6.2.** Janet reported that a Headquarters Committee meeting was held on September 29, 2015 with Don Clarke and Don Regan. The current lot has been selected as the site for the new library. On November 10, 2015 the contract was awarded to Roscoe Construction. The Headquarters Committee recommends that they step back and let Ann-Marie and AVRL staff form a committee but keep Janet and the committee informed.

**6.3.** Jill presented the Human Resources report. There was considerable discussion regarding the recommendations made in the report.

**MOTION: It was moved by Timothy and seconded by Jill that the AVRL board engage in a two-year experiment of a joint committee structure. Carried.**

A joint committee meeting is planned for Wednesday, January 13, 2016 at 4:30 pm in Berwick. Lesley will book a room on the second floor of the school board office building. All board members are welcome at this meeting.

**MOTION: It was moved by Timothy and seconded by Lesley that the organizational structure/governance model of the AVRL be reviewed on a bi-annual basis. Carried.**

**MOTION: It was moved by Jill and seconded by Timothy to receive the Human Resources report. Carried.**

## 6. **Committee Reports: Continued....**

There was considerable discussion on the AVRL Christmas party being planned by Ann-Marie. The date is set for Saturday, December 12, 2015 from 4-8 pm. This event will be held at Ann-Marie's home in Berwick. Shirley asked if it was possible for the board to help with the food. Many from the board agreed to arrive early to help with set-up. Lesley will help Ann-Marie create "nice invitations" for this event.

**MOTION: It was moved by Bob and seconded by Lesley that the board spend NO more than \$1,000.00 on the AVRL party. Carried.**

6.4. There was nothing to report from The Public Relations Committee.

6.5. There was nothing to report from the Vehicle Committee.

6.6. Shirley reported that the final meeting for the funding formula committee will be held on November 20, 2015. Cape Breton is not happy with the proposed formula.

LBANS conference was not well attended this year. Shirley asked for all board members to please take the time to fill out the survey that was circulated to them.

## 7. **CEO Report:**

7.1. Ann-Marie presented the financial statement.

7.2. Ann-Marie presented the statistics report. She is concerned with the decrease in circulation, and intends to address this with a Strategic Planning Exercise at the Branch Managers meeting on November 18, 2015. Shirley mentioned that West Hants prepares a calendar of events where Hantport, Windsor and Wolfville branches can post here free of charge.

7.3. Ann-Marie reported on the updates from her 100 Day Plan.

ERC committee will be set on Monday.

New payroll methods are being examined.

**MOTION: It was moved by Timothy and seconded by Janet to accept the CEO reports. Carried.**

**8. New Business:**

There was no new business to discuss.

**9. Roundtable/Member Report:**

Jane reports that a Friends of the Library meeting was held and another is scheduled for Friday, November 13, 2015. Berwick has been busy with the RFP proposals.

Timothy had nothing to report.

Bob had nothing to report.

Tony reported that he has asked all staff and councils of his municipal unit to sign up for a library card if they don't already have one.

Scott mentioned that improving staff morale is important, perhaps the board should look at giving each library a set dollar amount for improvements of their choosing. Scott also mentioned that perhaps there should be some discussion between AVRIL and the government regarding bringing Visitor Information Centers into libraries in the future. This stimulated much discussion. Shirley will send Scott a copy of the Partnership Agreement.

Lesley mentioned that Annapolis Royal will be holding a giant book sale on November 21, 2015.

Peter had nothing to report.

Janet mentioned that Wolfville has been doing some impressive storytimes with diggers, firetrucks, etc. Janet's position on council has also been extended for one more year.

Jill mentioned that the Middleton branch has been busy with special events; such as organic gardening workshops. The Friends group held a meeting recently and they would like to do something to recognize Mona Parsons. The Friends will also be purchasing books for a refugee family being supported in the area.

**10. Date of Next Meeting:**

The next meeting will be held on Thursday, February 11, 2016 at 5:00pm in Berwick. Bob and Jane will be responsible for selecting a location and supplying the food. Timothy won't be able to attend this meeting due to another commitment.

**9. Adjournment:**

**MOTION: It was moved by Lesley and seconded by Bob that the meeting be adjourned. Carried.**

Respectfully submitted  
Kelly Kempton  
November 13, 2015

Edited by  
Ann-Marie Mathieu  
February 3, 2016