



Annapolis Valley Regional Library

Board Meeting

Thursday, November 2, 2017

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

Council Chambers, Berwick Town Office

236 Commercial Street, Berwick

Minutes

PRESENT: Shirley Pineo, Pat Power, Lesley MacDonald, Lynn Pulsifer, Jane Bustin, Jill Cox, Alex Morrison, Janet Ness, Shelley Bibby, Ann-Marie Mathieu.

REGRETS: Pat Power, Shelley Bibby, Bob Best.

ABSENT:

1. Call to order:

The meeting was called to order at 5:00pm by Shirley Pineo, Chair.

2. Guests/Presentations:

There were no guests/presentations.

3. Approval of Agenda

The following items were added to the agenda:

4.B AVRL Holiday Soiree - Food Assignments

7.1.2 In Camera Session

9.1 Meeting with Minister Leo Glavine

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

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

4. Approval of Minutes of the Previous Meeting:

MOTION: That the minutes of the September 14th, 2017 meeting be approved as presented.

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

4.B Holiday Soiree Food Assignments.

Was distributed and discussed.

5. Correspondence and Communications

There was no correspondence.

6. Business Arising from the Previous Meeting:

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

The Town of Kentville anticipates that the space will be completed and available for occupancy on or about Monday, November 13th.

MOTION: The CEO has the discretion to determine the move-in date, which will follow the receipt of the final inspection certificate, and completion of the space.

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

6.2 Annapolis Royal Project - Verbal Update by the CEO:

Ann-Marie Mathieu reported that the floor plan is in the process of being finalized.

6.3 Wolfville Public Consultation - Verbal Update by the CEO and Board Representative:

Ann-Marie Mathieu, Angela Reynolds, and Janet Ness will be facilitating a public consultation session at the Wolfville Farmers Market on Saturday, November 4th, 2017 2:30pm - 6:00pm This is the first step in the formal discussions with the community regarding the future of the Wolfville Library.

7. Committee Reports:

7.1 Executive Committee (Shirley Pineo, Chair):

7.1.1 Joint Committee Meetings:

It was agreed that the Human Resources and Finance Committees would continue with Joint Meetings.

7.1.2 In Camera Session:

MOTION: To Move In Camera.

MOVED BY: Jane Bustin SECONDED BY: Lesley MacDonald CARRIED.

MOTION: To Move Out of In Camera.

MOVED BY: Lesley MacDonald SECONDED BY: Jane Bustin CARRIED.

7.2 Finance Committee (Lesley MacDonald, Chair):

7.2.1 Report from October 11th, 2017 Meeting:

The Report from the October 11th, 2017 Finance Committee was discussed.

MOTION: That the Board receive the report from Plenus for the Sick-Leave Accrual Analysis.

MOVED BY: Lesley MacDonald SECONDED BY: Janet Ness CARRIED.

- 7.2 Finance Committee (Lesley MacDonald, Chair):
7.2.1 Report from October 11th, 2017 Meeting (Continued):
MOTION: That the Chair sign the Plenus Report for the Sick-Leave Accrual Analysis, and forward a signed copy to the auditor for their files.
MOVED BY: Jill Cox SECONDED BY: Janet Ness CARRIED
- 7.3 Human Resources Committee (Jill Cox, Chair):
7.3.1 November 2nd, 2017 Meeting:
The Human Resources Committee met on Thursday, November 2nd, 2017 4:00pm-5:00pm. Present were Jill Cox, Janet Ness, Jane Bustin, Shirley Pineo, and Lesley MacDonald. The *Terms and Conditions of the Employment Policy HR-0080* continue to be reviewed.
- 7.4 AVRL Advocacy and Development Committee (Janet Ness):
7.4.1 Meeting Schedule:
The Advocacy and Development Committee are scheduled to meet on December 14th, 2017 1:00pm; February 8th, 2018 1:00pm; and March 8th, 2018 1:00pm.
- 7.5 LBANS (Shirley Pineo, Board Representative):
7.5.1 LBANS Representative Report:
Shirley Pineo reported on the Saturday, October 28th, 2017, meeting. LBANS was pleased with the NSLA/LBANS Conference hosted by AVRL.

MOTION: To accept all Committee Reports.
MOVED BY: Janet Ness SECONDED BY: Jill Cox CARRIED

8. Reports from the Chief Executive Officer:

- 8.1 Financial Statements:
8.1.1 Financial Statement April 1, 2017 - October 11, 2017:
The Financial Statement Report for the period April 1, 2017 - October 11, 2017 was presented.
- 8.1.2 Deferred Revenue/Reserves Balances October 15, 2017:
The Deferred Revenue/Reserves Balances Report, as of October 15, 2017, was presented.
- 8.2 Performance Measures (Statistics):
The Performance Measures for the period April 1, 2017 - September 30, 2017 were presented. Of note was the 1.24 % increase in circulation for this period, year-over-year, and the 4.27% increase in hours of computer use for this period, year-over-year.
- 8.3 NSLA/LBANS Conference - Final Report:
The Conference feedback report and financial report were distributed and discussed.

Overall, the conference realized an profit of approximately \$3,400.

MOTION: To accept all Reports from the CEO.

MOVED BY: Janet Ness SECONDED BY: Jill Cox CARRIED

9. New Business:

9.1 Meeting with Minister Leo Glavine:

There was agreement that the Board Chair and CEO have a meeting with Minister Leo Glavine to provide an overview of the AVRL and the services that we offer to the residents of the valley.

10. Member Reports (Roundtable):

- ✓ Windsor: No report.
- ✓ Kentville: Lynn had nothing further to report.
- ✓ Annapolis County: Written Report included in Board package.
- ✓ Kings County: No report.
- ✓ Annapolis Royal: Lesley had nothing further to report.
- ✓ Wolfville: Janet had nothing further to report.
- ✓ Middleton: Jill reported that the fall programs at the Middleton Library have started, including teen gaming, scrabble.
- ✓ West Hants: Shirley had nothing further to report.

11. Next meeting(s):

The next regular Board Meeting is scheduled for **Thursday, February 8nd, 2018 - 5:00pm-7:00pm in Berwick Council Chambers**. (This is due to a scheduling conflict for Ann-Marie and an NSLA meeting.)

12. Adjournment:

MOTION: That the meeting be adjourned at 7:15pm.

MOVED BY: Lesley MacDonald SECONDED BY: Lynn Pulsifer CARRIED.

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