



## **Annapolis Valley Regional Library**

**Board Meeting**

**Thursday, November 29, 2018**

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

**Council Chambers, Berwick Town Office**

**236 Commercial Street, Berwick**

# **Minutes**

**PRESENT:** Shirley Pineo, Janet Ness, Lesley MacDonald (arrived 6:15pm) , Lynn Pulsifer, Jill Cox, Pat Power, Meg Hodges, John Bregante, Alex Morrison, Ann-Marie Mathieu.

**REGRETS:** Jane Bustin.

**GUESTS:** There were no guests.

**1. Call to order:**

The meeting was called to order at 5:00pm by Shirley Pineo, Chair. Shirley welcomed John Bregante, newly appointed representative for the Town of Windsor, to the meeting. Shirley thanked outgoing Town of Windsor Representative, Shelley Bibby, for her time on the Board, and efforts on behalf of the Windsor Library.

**2. Guests:**

There were no guests.

**3. Approval of Agenda:**

The following items were added to the Agenda:

- 5.1 Letter from the Town of Middleton
- 5.2 Email from Shelley Bibby
- 5.3 Letter sent to Sandra Snow

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

**MOVED BY: Meg Hodges    SECONDED BY: John Bregante    CARRIED.**

**4. Approval of Minutes of the Previous Meeting:**

**7.5.2 LBANS Report:**

Under 7.5.1 LBANS Report it was noted that the date for the NSLA/LBANS Joint Conference in Yarmouth was September 27th - September 29th, and not October 27th - October 29th as stated in the minutes.

**MOTION: That the minutes of the September 13, 2018 meeting be approved as amended.**

**MOVED BY: John Bregante SECONDED BY: Janet Ness CARRIED.**

**5. Correspondence and Communications**

Received:

- 5.1 Letter from Jennifer Boyd (CAO, Town of Middleton) dated November 26th, 2018 advising that Jill Cox had been appointed to the AVRL Board for 2019..
- 5.2 Email sent to the Board from Shelley Bibby dated November 29, 2018 advising that she was no longer the representative on the Board for the Town of Windsor, and that John Bregante had been appointed to the AVRL Board.

Sent:

- 5.3 Letter from Shirley Pineo to Mayor Sandra Snow dated November 15, 2018.

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

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

Lynn Pulsifer reported that the Town of Kentville had discussed accessibility in the Kentville Library, and had directed Town of Kentville Staff to undertake a review of the accessibility and opportunities for grants. Lynn Pulsifer and Meg Hodges are scheduled to meet with Rachel Bedingfield at the Kentville Library to begin this process.

6.2 Annapolis Royal Project - Verbal Update from the CEO and Board Representative:

The Library moved into the new site on November 23rd, and feedback from the community has been positive. The Official Opening is tentatively scheduled for January 11th, 2019.

6.3 Wolfville Project - Verbal Update by from the CEO and Board Representative:

The project is moving forward. The Working Group has been meeting monthly, and presented to the Wolfville Council (Committee of the Whole) on October 2nd. Ann-Marie and Janet made a presentation to the Mud Creek Rotary on October 25th. A Review Committee has been finalized and is in the process of being informed as to next steps. All relevant documents are available on the AVRL Website under the Wolfville Branch page.

**7. Committee Reports:**

7.1 Executive Committee (Shirley Pineo, Chair):

7.1.1 There was nothing to report.

7.2 Finance Committee (Lesley MacDonald, Chair):

7.2.1 There was nothing to report.

7.3 Human Resources Committee (Jill Cox, Chair):

7.3.1 2018 AVRL Staff Satisfaction Report:

The *2018 AVRL Staff Satisfaction Survey Report* was received and discussed.

7.3.2 Terms and Conditions of Employment:

**MOTION:** That the language in sections 6.4 and 6.5 of the Terms and Conditions of Employment Policy: HR-0080 (approved June 2018) be changed to the following. The Policy, as amended, will go into effect on January 1st, 2019.

**6.4 CHRISTMAS EVE:**

On December 24 all Branches and the Administration Office will be closed.

All employees who would be regularly scheduled to work on these days shall be off without loss of pay or benefits. Employees that would not be regularly scheduled to work on these days shall not be entitled to pay or time off in lieu for this day.

**6.5 NEW YEAR'S EVE:**

December 31 all Branches and the Administration Office will close at 1:00pm. All employees who would be regularly scheduled to work after 1:00pm on these days shall be off without loss of pay or benefits. Employees that would not be regularly scheduled to work on these days shall not be entitled to pay or time off in lieu for these days.

**MOVED BY: Jill Cox SECONDED BY: Pat Power CARRIED: Unanimously**

7.4 The Advocacy and Development Committee (Janet Ness, Chair):

7.4.1 Update from the ADC Committee Chair:

Janet reported on her presentations at the NSLA/LBANS Joint Conference.

The AVRL "Gift Cards" have proven to be very popular. The next meeting will be scheduled for January 2019.

7.5 LBANS (Alex Morrison, Board Representative):

7.5.1 LBANS Representative Report:

Alex Morrison reported on the October 27th, LBANS Meeting.

The APLA Conference is scheduled for June 5th-8th in St. John's Newfoundland.

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**MOTION: To receive all Committee Reports.**

**MOVED BY: John Bregante SECONDED BY: Med Hodges CARRIED.**

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

8.1 Financial Statements:

8.1.1 Financial Statement April 1, 2018 - October 31, 2018:

The Financial Statement Report for the period April 1, 2018 - August 31, 2018 was discussed.

8.1.2 Deferred Revenue/Reserves Balances October 31, 2018:

The Deferred Revenue/Reserves Balances Report, as of October 31, 2018, was discussed.

8.2 Performance Measures (Statistics):

The Performance Measures for the period April 1, 2018 - October 31, 2018 were presented.

**MOTION: To receive Reports from the CEO.**

**MOVED BY: John Bregante SECONDED BY: Meg Hodges CARRIED**

8.3 OneCardNS:

Ann-Marie provided a verbal update on the OneCardNS Feasibility Project.

**9. New Business:**

9.1 There was no new business.

**10. Member Reports (Roundtable):**

- ✓ Wolfville: Nothing further to report.
- ✓ Kentville: Nothing further to report.
- ✓ Berwick: NA
- ✓ Kings County: Nothing to report.
- ✓ Annapolis Royal: Nothing further to report.
- ✓ Annapolis County: Very happy for the new Annapolis Royal Library.
- ✓ Middleton: Jill reported that Shirley had attended the Middleton Library's 25th

- Anniversary on October 2nd, 2018. Approximately 125 people attended the celebrations.
- ✓ West Hants: Enjoyed attending the Middleton anniversary celebration. Enjoys Book Club, and Writing Course at the Windsor Library. Has become a regular of the Windsor Library. Windsor Staff believe that people use the computers more than AVRL other locations, as it is seen as a social event.
  - ✓ Windsor: AVRL will need to review the By-Laws due to consolidation of West Hants and the Town of Windsor (April 1, 2020).

**11. Next meeting(s):**

The next regular Board Meeting is scheduled for **Thursday, February 14, 2018 - 5:00pm-7:00pm in Berwick Town Office.**

Meeting schedule for 2019 is as follows:

February 14, 2019 5:00pm-7:00pm Berwick Council Chambers

April 11, 2019 5:00pm-7:00pm Berwick Council Chambers

June 13, 2019 5:00pm-7:00pm Berwick Council Chambers [AGM and Regular Meeting]

September 12, 2019 5:00pm-7:00pm Location to be confirmed

November 14, 2019 5:00pm-7:00pm Location to be confirmed

**12. Adjournment:**

**MOTION: That the meeting be adjourned at 6:35pm.**

**MOVED BY: John Bregante    SECONDED BY: Janet Ness    CARRIED.**

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