



Annapolis Valley Regional Library

Regular Board Meeting
Thursday, November 21, 2019
5:00 p.m. - 7:05 p.m.
Berwick Council Chambers

Minutes

PRESENT: Janet Ness, Jill Cox, Jim Ivey (Alternate for John Bregante), Lynn Pulsifer, Pat Power, Ty Walsh (Alternate for Jane Bustin), Alex Morrison, Colin Bowers, Ann-Marie Mathieu.

REGRETS: Meg Hodges, John Bregante, Jane Bustin, Tanya Leopold, Lesley MacDonald.

1. Call to order:

Janet Ness called the meeting to order at 5:00pm. Janet welcomed Jim Ivey to the meeting.

2. Guests/Presentations:

There were no guests

3. Approval of Agenda:

Additions to the agenda:

7.1.1 Executive Committee - September 23, 2019 meeting

9.1 Norman Horrocks Award for Library Leadership

MOTION: To approve the agenda as amended.

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

4. Approval of Minutes of the Previous Meeting (September 12, 2019)

MOTION: That the minutes of the September 12, 2019 meeting be approved as presented.

MOVED BY: Lynn Pulsifer **SECONDED BY:** Colin Bowers **CARRIED.**

5. Correspondence and Communications

5.1 Sent

5.1.1 Letter dated October 1, 2019 from Janet Ness to Regional Library Board Chairs - discussed under agenda item 7.1.1

5.2 Received

5.2.1 Letter dated October 10, 2019 from John Blackwell (Chair, PARL) to Janet Ness response to her letter dated October 1, 2019 - discussed under agenda item 7.1.1

MOTION: To receive the correspondence

MOVED BY: Jim Ivey SECONDED BY: Ty Walsh. CARRIED

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

6.1 Wolfville Steering Committee - Verbal Update by CEO/Wolfville Rep

Janet reported that the Working Group continues to work through the process. The Committee was asked to present to the Wolfville Committee of the Whole on November 5, 2019. Janet presented on behalf of the group with the specific purpose of asking that the project be 1. moved forward in the Town's 10-year capital plan, and 2. that Council approve an appropriation of \$75,000 to hire an architect to produce an architectural study for the proposed site. The requests were favourably received.

6.2 Kingston Library - Update by CEO

Ann-Marie provided an update on the Kingston Library project. The project continues to move forward, and that construction on the library renovations will begin in January. The fundraising package for the Village Commissioners was shared.

6.3 Accessibility Act and Public Libraries

Ann-Marie reported that she had attended two presentations on the Accessibility Act and its impact on Regional Libraries. Regional Libraries will be a prescribed sector under the Act. AVRIL has numerous options on how to implement the Act, including Regional Libraries developing standards in partnership.

MOTION: That the implementation of the Accessibility Act be referred to the Executive Committee to develop recommendations for the Board to ratify.

MOVED BY: Alex Morrison SECONDED BY: Lynn Pulsifer CARRIED

7. **Committee Reports:**

7.1 Executive Committee, Janet Ness (Chair):

Janet reported on the September 23, 2019 meeting of the Executive Committee. There was a concern regarding communication between the Regional Library Boards, CCH, LBANS, and the Provincial Library. As such, Janet Ness drafted a letter which was sent to the Chairs of the Regional Library Board (see agenda item 5.1.1) One Regional Library responded (see agenda item 5.2.1).

7.2 Finance Committee, Lesley MacDonald (Treasurer)

7.2.1 Operating Budget Statement:

The Operating Budget for the period April 1, 2019 - October 31, 2019 was discussed.

7.2.2 Deferred Revenue/Reserves:

The Deferred Revenue/Reserves Balances Report as of October 31, 2019 was discussed.

7.2.3 Funding Formula:

AVRL is waiting for a communiqué from CCH which will outline the new funding formula and implementation timetable.

7.3 Human Resources Committee, Jill Cox (Vice-Chair)

There was nothing to report.

7.4 Advocacy and Development Committee, Janet Ness

The Advocacy and Development Committee will resume its work in early January 2020. Janet has a an interest in advancing the "development" side of the committee's mandate - Community Engagement will be participating in these discussions. Board Members were provided with copies of AVRL's Activity Guide, and were encouraged to distribute these brochures in their communities outside of the Branch. This will raise awareness about AVRL's varied and fulsome programming within our communities.

7.5 LBANS

7.5.1 Minutes from the October 18, 2019 LBANS Meeting

Janet congratulated Alex on becoming the President of LBANS. The Minutes from the October 18, 2019 LBANS Meeting were distributed and discussed.

7.5.2 LBANS Strategic Plan

The LBANS Strategic Plan was distributed and discussed. LBANS is seeking feedback on the Strategic Plan. **ACTION ITEM:** Alex asked that AVRL Board members submit their feedback/comments to Janet (copied to Ann-Marie), who will forward it to LBANS for their January 24, 2020 meeting.

7.5.2 November 16, 2019 LBANS Meeting

Alex Morrison provided a verbal update on the November 16, 2019 LBANS Meeting. Of interest were the following:

- a) The objectives of LBANS were shared with the group for the benefit of new LBANS Representatives.
- b) The Provincial Librarian, Lynn Somers, was in attendance and stated that CORL and LBANS were key stakeholders in the Nova Scotia Library system.
- c) The Chair of CORL, Tiffany Bartlett, (CEO, CEHPL) was also in attendance.
- d) LBANS has an initiative called the Grade 4 Library Card project, which is designed under the provisions, that at the appropriate time, staff will go into schools and distribute library cards to Grade 4 students. The Grade 4 Library Card project was initiated in CBRL, where it was found to have had

an impact on staff. CORL considers membership drives to be operational in aspect. One LBANS member commented that getting cards to Grade 4 students was a worthy idea. One LBANS member commented that conversations with the Boards regarding this project needs to happen.

- e) LBANS has an Honorary Award that needs to be named.
- f) LBANS is considering the adoption of a Code of Conduct
- g) DRAFT Terms of Reference are being developed for the Rural Services money
- h) The NSLA/LBANS conference was well attended, but did not generate any revenue for NSLA and LBANS.

Alex wishes to discuss at an upcoming LBANS Meeting, how LBANS and Friends of the Library groups can cooperate. Janet suggested including FOL Groups at the next NSLA/LBANS Conference.

MOTION: To accept all Committee Reports.

MOVED BY: Ty Walsh SECONDED BY: Colin Bowers CARRIED.

8. Report from the Chief Executive Officer

8.1 One Card Nova Scotia

Ann-Marie provided an update on the One Card NS Project and the Alliance. The Alliance met on November 4, 2019. The Alliance has been successfully registered with the Joint Stocks; we are currently reviewing the contracts with Sirsi/Dynix and BiblioCommons. A Technical Implementation Committee (TIC), comprised of staff, has been struck to develop procedures/processes around the common circulating policies.

8.2 Performance Measures (Statistics)

The Performance Measures for April 1, 2019 - October 31, 2019 were presented.

8.3 Library Management Committee Report

The Library Management Committee Report for November 21, 2019 was discussed. Of interest was the \$22,510 in technology grants for the Mobile Lab, Wolfville Innovation Lab, and Annapolis Royal Innovation Lab. Board Members were encouraged to register for the two-hour online training course Librarians Guide to Homelessness by Ryan Dowd.

8.4 Wolfville Branch Manager Position

Alice Green has been appointed to the Wolfville Branch Manager position, effective, January 31, 2020.

MOTION: To accept the Chief Executive Officer's Reports 8.1 - 8.4.

MOVED BY: Ty Walsh SECONDED BY: Colin Bowers CARRIED.

9. New Business

9.1 Norman Horrocks Award

The Board wishes to formally congratulate **Wendy Trimper** on being awarded the NSLA Norman Horrocks Award for Library Leadership.

10. Member Reports (Roundtable)

- Lynn: Lynn reported that a security camera system has been approved by the Town and is pending implementation. There is a European style Christmas Market planned for the Kentville Library November 23, 2019 10:00am - 3:00pm. The Friends of the Kentville Library are currently inactive.
- Jim: Jim comments how much he enjoyed attending the meeting, and how much he, and the Town Council, appreciate and support the Windsor Library.
- Pat: Pat reported that quotes for an accessible door have been received. The Friends had an extremely successful Book Sale. The Town's costs to maintain the new library have more than doubled.
- Alex: Alex has been attending Friends of the Library meetings in Bridgetown and Annapolis Royal. Lola's Cafe in the Annapolis Royal Library space has proven to be very popular.
- Jill: Jill reported that she had attended a solar energy program that was well attended. Additionally, Middleton has a longstanding vibrant writing group.
- Colin: Colin got an impromptu tour of the Maker Lab at Wolfville - he was particularly impressed with the new electronic flip-chart. Colin indicated that he was going to connect with the Wolfville Newcomers Group to distribute AVRL's promotional materials.
- Ty: Ty reported that his toddler was very happy to visit the library for borrowing and programs. Ann-Marie thanked Ty for posting Berwick Library events to social media.
- Janet: Janet commented about Wendy Trimper receiving the Norman Horrocks Award for Library Leadership. As well, the government announced more radon kits will be made available for libraries to loan. AVRL is piloting "bags that can be borrowed" as a means to eliminate plastic grocery bags, promote the library, and add to the circulation count - available in Windsor, Berwick and Annapolis Royal.

11. Next meeting:

The next meeting is scheduled for **Thursday, February 20, 2020: 5:00pm - 7:00pm**, Berwick Town Office.

12. Adjournment:

MOTION: To adjourn the meeting at 7:05 pm.

MOVED BY: Lynn Pulsifer SECONDED BY: Ty Walsh CARRIED.