



## **Annapolis Valley Regional Library**

**Regular Board Meeting  
Thursday, November 18, 2021**

**6:00 p.m. - 8:00 p.m.**

**Berwick Council Chamber/Online Meeting**

# **Minutes**

**PRESENT:** Janet Ness, Jane Bustin, Alex Morrison, Gillian Yorke, Jill Cox, Pat Power [left at 6:55], Emily Lutz, Lesley MacDonald, Colin Bowers, Ann-Marie Mathieu

**REGRETS:** Bob Morton

**1. Call to order**

Janet Ness called the meeting to order at 6:03pm.

**2. Guests/Presentations**

There were no guests/presentations

**3. Approval of Agenda**

Move Human Resources to 7.2, and Finance Report to 7.3.

**MOTION:** To approve the agenda as amended.

**MOVED BY:** Emily Lutz **SECONDED BY:** Jane Bustin **CARRIED**

**4. Approval of Minutes of the Previous Meeting (September 16, 2021)**

Colin Bowers was present at the meeting.

**MOTION:** To accept the minutes of the September 16, 2021 as amended.

**MOVED BY:** Jill Cox **SECONDED BY:** Emily Lutz **CARRIED**

## 5. Correspondence and Communications

Received:

There was no correspondence.

## 6. Business Arising from the Previous Meeting:

### 6.1 Accessibility Framework:

Ann-Marie reviewed the progress of the Interregional Advisory Committee for Library Accessibility [IACLA] to date. The group is on track to complete the work by April 1, 2022 as required by the Government of Nova Scotia's Accessibility Legislation. The Accessibility Audits will be discussed as part of the Library Management Committee Report [Agenda Item 8.1].

### 6.2 PHASE 5 - AVRL Reopening Plan: [Information purposes]

The PHASE 5 - AVRL Reopening Plan is going well. AVRL has resumed in person programming, as per Public Health Guidelines.

### 6.3 Workplace Safety Policy HR - 0057:

Under the Workplace Safety Policy 17 staff have requested the exemption - 4 from branches, 13 from Administration Office.

### 6.4 Workplace Screening Program:

30-35 AVRL staff are participating the Workplace Screening Program.

## 7. Committee Reports

### 7.1 Executive Committee, Janet Ness (Vice-Chair):

#### 7.1.1 Wednesday, November 10, 2021 Meeting

**MOTION: To Move In Camera**

**MOVED BY: Jill Cox SECONDED BY: Emily Lutz CARRIED**

**MOTION: To Move Out of In Camera**

**MOVED BY: Jill Cox SECONDED BY: Gillian Yorke CARRIED**

### 7.2 Human Resources Committee, Jill Cox:

#### 7.2.1 CEO Recruitment:

**MOTION: That the CEO Recruitment Committee consist of the Executive Committee, 1 Board member, and the Co-Chairs of the Employee Relations Committee who will be involved in the process.**

**MOVED BY: Jill Cox SECONDED BY: Emily Lutz CARRIED**

Alec Morrison volunteered to participate in the CEO recruitment.

**MOTION:** That the Human Resources Committee task the Employee Relations Committee to conduct a Staff Survey on values and experience that they would like to see in the next CEO, and report back to the CEO Recruitment Committee.  
**MOVED BY:** Jill Cox **SECONDED BY:** Gillian Yorke **CARRIED**

The date of the inaugural meeting of the CEO Recruitment Committee is scheduled for Monday, November 29, 2021 4:00.

7.2.2 Salary/Wage Review:

**MOTION:** That the CEO conduct a Salary/Wage review as part of the 2022-2023 Operational Budget development process.  
**MOVED BY:** Jill Cox **SECONDED BY:** Gillian Yorke **CARRIED**

**MOTION:** To eliminate Step 1 from the pay grid effective the next pay period.  
**MOVED BY:** Jill Cox **SECONDED BY:** Gillian Yorke **CARRIED**

7.3 Finance Committee, Lesley MacDonald (Treasurer):

7.3.1 Financial Statement - April 1, 2021 - October 31, 2021

**MOTION:** To accept the Financial Statement dated April 1, 2021 - October 31, 2021.  
**MOVED BY:** Lesley MacDonald **SECONDED BY:** Jane Bustin **CARRIED**

7.3.3 Deferred Revenue Report for November 2, 2021

**MOTION:** To accept the Deferred Revenue Report dated November 2, 2021.  
**MOVED BY:** Lesley MacDonald **SECONDED BY:** Jane Bustin **CARRIED**

7.4 Advocacy and Development Committee, Janet Ness:

There was nothing to report.

7.5 LBANS:

7.5.1 Appointment of the AVRL LBANS representative, Alex Morrison:  
LBANS will focus on the development of an updated Strategic Plan. The Funding Formula is in year 2 out of 5. Alex reminded the Provincial Librarian that the official review of the Funding Formula needs to begin in year 3.

**MOTION: To accept the LBANS Report.**

**MOVED BY: Alex Morrison SECONDED BY: Gillian Yorke CARRIED**

**8. Report from the Chief Executive Officer**

**8.1 Library Management Committee Report:**

The Library Management Committee Report for November 18th, 2021 was discussed.

**8.2 Performance Indicators (Statistics):**

The Performance Indicators for April 1, 2021 -October 31, 2021 were discussed.

**MOTION: To accept the Chief Executive Officer Reports**

**MOVED: Alex Morrison SECONDED BY: Gillian Yorke**

**9. New Business**

There was no new business.

**10. Member Reports (Roundtable)**

- ✓ Lesley MacDonald Nothing to report
- ✓ Alex Morrison AR FOL held their book sale in the gymnasium in the condo complex. Alex shared the AVRIL Newsletter with 100s of people.
- ✓ Jill Cox Nothing to report
- ✓ Emily Lutz Nothing to report
- ✓ Collin Bowers Is participating in the CCTH Diversity Training follow up survey
- ✓ Gillian Yorke Nothing to report
- ✓ Janet Ness The shelving has been rearranged as part of the shelving project

**11. Next meeting:**

The next regular Board Meeting is scheduled for **February 17, 2022 6:00pm - 8:00pm** at the Town of Berwick Office Council Chambers with ZOOM option.

**12. Adjournment**

**MOTION: To adjourn the meeting at 7:50pm.**

**MOVED BY: Emily Lutz SECONDED BY: Jill Cox CARRIED.**

Prepared by Ann-Marie Mathieu  
CEO/Secretary to the Board