



## **Annapolis Valley Regional Library**

**Regular Board Meeting**  
**Thursday, September 15, 2022**  
**6:00 p.m. - 8:00 p.m.**  
**Hybrid In-person/Zoom Meeting**

### **Minutes (approved)**

**PRESENT:** Janet Ness, Alex Morrison, Gillian Yorke (Zoom) , Jill Cox (Zoom), Lesley MacDonald, Jim Ivey (Zoom), Pat Power (Zoom), Angela Reynolds.

**REGRETS:** Jane Bustin, Emily Lutz, Bob Morton

**1. Call to order**

Janet Ness called the meeting to order at 6:15 pm.

**2. Guests/Presentations**

There were no guests or presentations at this meeting.

**3. Approval of Agenda with additions**

**MOTION:** To approve the agenda with additions - 5.2.1; 7.3.3, 9.3.

**MOVED BY:** Alex Morrison **SECONDED BY:** Jim Ivey **CARRIED**

**4. Approval of Minutes of the Previous Meetings**

4.1 Minutes from the June 23, 2022 Meeting

**MOTION:** To accept the minutes of the June 23, 2022 regular Board Meeting as presented.

**MOVED BY:** Alex Morrison **SECONDED BY:** Jill Cox **CARRIED**

## 5. Correspondence and Communications

### 5.1 Received:

5.1.1 Email: Labour Board Notification

5.1.2 Email: Resignation from Alex Morrison

5.1.3 Estate of Donald Evans - \$1,232,182.36 received via cheque. Money is in AVRIL bank account, will be transferred to Investment account. See 9.2 for further discussion on this matter.

5.1.4 Email: Community Events Grant/Kings County (\$500 used to support 2nd Annual Gathering held in Berwick on September 10.)

### 5.2 Sent:

5.2.1 Letter to West Hants regarding Hantsport Air Quality

With respect from the board, best wishes to Alex Morrison and thank you from the board; Janet Ness commented that she knows that Alex will continue to be an advocate for library services.

**MOTION: To accept the correspondence.**

**MOVED BY: Alex Morrison SECONDED BY: Jim Ivey CARRIED**

## 6. Business Arising from the Previous Meeting:

6.1 CEO Search: Search Committee: Jill Cox, Janet Ness, Lesley MacDonald, Alex Morrison, Lynn Somers (Provincial Librarian): CEO Angela Reynolds, ex-officio

\*Committee met Jun 24, 2022 to review the job ad posting and determine a timeline for closing date (August 15, 2022), interviews (early September), decision (Oct 15, 2022), and start date (Dec 12, 2022). Job was posted through the Partnership (professional library job board), and on our website.

\*Committee met Aug 24, 2022 to review and shortlist applications  
4 applications were short listed; interview dates were decided for Sept 12th and 19<sup>th</sup> (via Zoom).

### Next Steps

Complete shortlist interviews

Committee to meet to discuss candidates and choose best candidate(s) for 2<sup>nd</sup> interview

Set up 2nd interview to include presentation and possible site visit

Final decision and offer

6.2 Pension review - no action to date.

## 7. Committee Reports

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

7.1.1 August 15, 2022 meeting. Present: Jill Cox, Janet Ness, Lesley MacDonald, Angela Reynolds

The AVRL Executive Committee met to update executive committee on Labour Board Union process to date and to discuss representation for AVRL as an organization during and following Union negotiations.

Discussions

\* Review of the process with Labour Board

\* Need for legal counsel for advice and to navigate the process with Labour Board

\*Clarifying how operations will continue during negotiation period

\*Reviewing Financial forecasts within the current Funding Formula

RECOMMENDATION:

\*CEO (Interim) Angela Reynolds be authorized to engage legal and/or expert advice and counsel as feels necessary

\* Board Chair, Janet Ness inform Stephanie Smith, Executive Director, CCTH of the current situation in re: Union Drive

### 7.2 Human Resources Committee, Jill Cox:

7.2.1 Nova Scotia will recognize Monday, September 19, 2022, as a provincial holiday in honour of Her late Majesty Queen Elizabeth II's funeral service. Provincial government offices, public schools and regulated child care will be closed. In light of this, all locations of the Annapolis Valley Regional Library will be closed on Monday, September 19, 2022, and all programs will be cancelled.

### 7.3 Finance Committee, Lesley MacDonald (Treasurer):

7.3.1 Financial Statement - April 1, 2022 - August 31, 2022

The Financial Statement dated April 1, 2022 – August 31, 2022 was discussed. No significant surprises. Course for Charlotte Janes & Jai Soloy -Managing Employees in a Unionized Environment. Moving expenses reimbursed from Annapolis Royal manager.

7.3.2 Deferred Revenue Report for August 31, 2022

The deferred Revenue Report dated August 31, 2022 was discussed. Transfer \$30K from operating reserves - \$20K due to unexpected

expense; \$10K to pay for 5 years of calendar software.

7.3.3 Lesley spoke about the investment report. The amount is below original investment but markets are creeping back up. Terry Miller has offered to attend a meeting; Finance Committee may call on him for a future meeting.

7.4 Advocacy and Development Committee, Janet Ness:  
There was nothing to report.

7.5 LBANS:

7.5.1 Report for the AVRL LBANS Representative:

Alex Morrison reported that LBANS will present one session at the upcoming NSLA conference to be held in Sydney on October 14-16, 2022. Alex and Ron Caplan will present. LBANS is paying for his conference attendance.

Alex asks that he be replaced as the AVRL representative to LBANS as of this meeting. Alternate representative will be Janet Ness until new one is elected at the June 2023 AGM.

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

**MOVED BY: Lesley MacDonald SECONDED BY: Alex Morrison**

**CARRIED**

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

8.1 Performance Indicators (Statistics):

The Performance Indicators for April 1, 2022 – August 31, 2022 were discussed. Circulation is up 43.03% overall. Computer use and wireless use is up over 89% year-over-year. Overall circulation is up; exceeds the circulation for the same period in 2019, pre-pandemic. Programs are back, and computer use is high. It was noted that libraries are likely helping those who are trying to cut costs with inflation up, by using free wifi and computers that AVRL provides.

8.2 Update from the CEO:

Angela Reynolds presented an update. Same Page use by AVRL is the highest in the province, and efficiencies are being looked at, including Delivery driver now working 5 days a week with delivery runs in morning and helping with mail and materials handling in afternoon. Acting CEO focus items are getting done or in progress; Library Development Fund grants have been awarded for **Community @ Your Library**, which includes new calendar software and laptops

for medical and school appointments; **Sharing Nova Scotia**, which includes cultural events; and **IDEA: Inclusion, Diversity, Equity, Accessibility** , partially funded for May 2023 In-service speakers, with additional funds in progress with further information requested.

8.3 Library Management Committee Report:

The Library Management Committee Report for September 7, 2022 was discussed. It was noted that AVRIL is using Same page 275% more than any other region. Barbara Lipp has received the Emile Theriault Library & Information technology Award from NSLA; Sue Mullen will retire from her position as Port Williams branch manager on October 31, 2022.

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**MOTION: To accept the Chief Executive Officer Reports**  
**MOVED: Gillian Yorke SECONDED BY: Alex Morrison CARRIED**

9. **New Business:**

9.1 In Camera Union Update -

**MOTION: To go In Camera for a Union update and discussion.**  
**MOVED: Lesley MacDonald SECONDED BY: Jill Cox CARRIED**

Discussion was held.

**MOTION: To come out of In Camera.**  
**MOVED: Jim Ivey SECONDED BY: Jill Cox CARRIED**

9.2 Angela Reynolds explained that the \$10K for software would provide an additional 3 years of calendar software - the first 2 years and implementation will be paid for by the LDF grant.

**MOTION: To move \$10K from Operating Reserves for this purpose.**  
**MOVED: Lesley MacDonald SECONDED BY: Alex Morrison CARRIED**

9.3 Annapolis Royal Investment: Angela Reynolds recommended that some of the funds from the Donald Evans estate be used to upgrade the heating/air conditioning in the Annapolis Royal branch and Innovation Lab. Discussion was held regarding the disbursement policy and need to have that drafted by the November meeting.

**MOTION: To move \$1.2 million from bequest into the investment fund, and create an Annapolis Royal deferred revenue line in the remaining \$32,132.36**

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

**10. Member Reports (Roundtable)**

Jill Cox commented that the Middleton library has dedicated staff, and lots of variety of programs are happening now.

Pat Power thanked Angela Reynolds & Janet Ness for attending their Council meeting to present the Annual Report and requested an update on when stakeholders will be consulted regarding the bequest. (Finance Committee will meet soon to discuss).

Jim Ivey thanked the group for allowing him to attend as the West Hants alternate, and expressed thanks to Angela Reynolds for presenting the Annual Report to their Council.

Gillian Yorke expressed that she was pleased to see the high use of the Kentville library and thanks to the staff.

The Board wishes to congratulate Barbara Lipp on her NSLA award.

**11. Next meeting:**

The next meeting is scheduled for Thursday, November 17, 6-8 PM. It will be held as a hybrid meeting: in-person in Berwick and/or on Zoom.

**12. Adjournment**

**MOTION: To adjourn the meeting at 7:56 pm.**

**MOVED BY: Alex Morrison Seconded by Lesley MacDonald**

Prepared by Angela Reynolds  
CEO/Secretary to the Board