



**Annapolis Valley Regional Library Board Meeting**  
**Thursday, September 10, 2015**  
**Program Room, Lawrencetown Public Library, Lawrencetown**

## Minutes

**Present:** Shirley Pineo, Chair, Ann-Marie Mathieu, Tony Bentley, Jane Bustin,  
Timothy Habinski, Lesley MacDonald, Jill Cox, Pat Power, Kelly Kempton  
**Regrets:** Scott Geddes, Janet Ness  
**Absent:** Bob Best

**1. Call to order:**

The Chair called the meeting to order. Pat Power was welcomed to the board with introductions made around the table.

**2. Approval of Agenda:**

Two additions were made to the agenda: a) Under 6.3.1 : In camera session and  
b) Under 7.2 : ALM Conference.

**MOTION: It was moved by Lesley and seconded by Timothy that the agenda be approved as amended. Carried.**

**3. Approval of Minutes of Previous meeting:**

**MOTION: It was moved by Jane and seconded by Tony that the minutes of the June 18, 2015 meeting be approved as circulated. Carried.**

**4. Correspondence and Communications:**

**4.1. MOTION: It was moved by Timothy and seconded by Lesley to accept the letter from Minister Tony Ince welcoming Ann-Marie Mathieu as AVRL's new CEO. Carried.**

**4. Correspondence and Communications: Continued...**

**4.2.** There was considerable discussion regarding an article from the Annapolis Spectator – August 26<sup>th</sup>, 2015. It was noted that the municipalities have been charged at a rate consistent with the proposed 2009 funding formula since 2009, and as approved by the AVRL Board. For the budget year 2015-2016, the municipalities have been billed at the current Provincial rate. It was decided that this issue will be referred to the Finance Committee would for further investigation.

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

5.1. Ann-Marie Mathieu was welcomed as AVRL's new CEO.

5.2. Ann-Marie reported that she met with a representative from the Credit Union, to review investment strategies for AVRL. She intends to have his report for the next Finance Committee meeting.

**6. Committee Reports:**

**6.1. MOTION: It was moved by Lesley and seconded by Tony to accept the Finance Committee Report. Carried.**

**6.2.** Ann-Marie reported that she has seen version 14 of the new Library Headquarters Building; that will go into the RFP the Town of Berwick submits.

**6.3.** Lesley MacDonald declared a conflict of interest on the Human Resources Committee report and did not vote on any Human Resources matters.

**6.3.1. - 6.3.3** Jill presented the HR Reports

**MOTION: It was moved by Jill and seconded by Timothy that the Board move *in-camera* to discuss personnel matters at 7:37pm. Carried.**

**MOTION: It was moved by Jill and seconded by Timothy that the Board move *out-of-camera* at 7:49pm. Carried.**

**MOTION: It was moved by Jill and seconded by Tony to receive the HR documents. Carried.**

**MOTION: It was moved by Jill and seconded by Timothy that the 24 recommendations of the Personnel Policy Review 2015 be received and put on file. Carried.**

**MOTION : It was moved by Jill and seconded by Tony to accept and implement the Personnel Policy Review 2015. Carried.**

**6.3.4** It was agreed that Lesley MacDonald should rejoin the HR Committee as there is no longer a conflict of interest; since the Personnel Policy Review 2015 has been accepted.

**6.3.5.** Ann-Marie presented a sample of a Policy Development Format.

**MOTION: It was moved by Jill and seconded by Pat to receive and put on file this document. Carried.**

**6.4.** The Public Relations Committee will need an additional member - in Janet's absence this matter was tabled.

**6.5.** Tony reported that there is nothing new happening with the Vehicle Committee.

**6.6.** Shirley reported that there hasn't been anything new happening with LBANS. However, they do have a meeting on Saturday, September 26, 2015.

**7. New Business:**

**7.1.** Ann-Marie presented the AVRL Annual Report. It was well liked by the Board. Shirley will take the Annual Report to the next LBANS meeting.

**MOTION: It was moved by Timothy and seconded by Jill to accept the Annual Report. Carried.**

**7. New Business: Continued...**

- 7.2.** Shirley confirmed that there are three AVRIL Board members attending Conference this year : Jill, Janet and herself. Jane thought that perhaps she may be able to make it up for the Sunday morning session.

Shirley also noted that this would be her last term as President of LBANS. She will however, be staying on the LBANS committee as Past-President.

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

- 8.1.** The Financial Statements were presented .

- 8.2.** Ann-Marie reported that a candidate had accepted the offer of employment for the Administration (Finance) vacancy, but had not yet signed the letter of acceptance. The start date for this position will be September 21, 2015.

- 8.3.** The Performance Measures (Statistics) were presented and discussed. There was concern of circulation being down. It was decided that AVRIL could benefit from a "membership drive", perhaps beginning first with Councillors and staff of municipalities. Ann-Marie will look into this further

- 8.4.** Ann-Marie explained her 100 Day Plan Report. It was felt that the Branch Managers meeting went extremely well on Wednesday, September 9, 2015. Ann-Marie mentioned that she plans on doing a monthly newsletter for AVRIL staff and she will also send this along to the AVRIL board.

**MOTION : It was moved by Lesley and seconded by Timothy to accept the CEO reports. Carried.**

**9. Roundtable/Member Report:**

Jill reports that there are a number of special presentations being held in Middleton in regards to Senior's week. The Friends Group support the summer student again this year.

**9. Roundtable/Member Report: Continued...**

Lesley reports summer reading ended well with a pool party. The Friends Group is selling tickets on a 2 night stay at White Point. They will also be holding a giant book sale in November. Lesley asks that the Board not lose sight of Staff – perhaps an annual meeting with staff and board can be planned.

Jane reports that she has been away for a number of weeks and is just now getting back into the swing of things. Berwick is selling donated used books as a fundraiser. She mentioned that she attended the first Meeting of the various AVRL Friends Groups in May, and stated that AVRL needs to have more meetings similar to this with the Friends of the Library Groups.

Timothy reports that Bridgetown is holding a silent auction during Ciderfest weekend. He participated in the summer concert series that was held over the summer.

Tony reports that summer reading was a big success in Kentville. He shows pictures of the new library building and bridge for Kentville. Building is hoped to start soon.

Pat reports that the Annapolis Royal Branch is cramped for space. However, she noted that three proposals have come in for ARRA and two of these proposals include space for the library.

Shirley reports that Brooklyn has received a new stop from the bookmobile; however, there needs to be more advertising for this as the numbers have been low. She was noted that Hantsport now has a stand-a-lone library branch. This was made possible due to lots of fundraising and donations. The Grand Opening is being held on Wednesday, September 23, 2015 at 10:00 am. A book sale is also planned during the around the town yard sale.

**8. Date of Next Meeting:**

The next meeting will be held on Thursday, November 12, 2015 at 5:00pm at the Middleton Public Library.

**9. Adjournment:**

The Chair declared the meeting adjourned.

Respectfully submitted  
Kelly Kempton  
September 11, 2015

Reviewed and edited by  
Ann-Marie Mathieu  
October 29, 2015