



Annapolis Valley Regional Library Board Meeting
Thursday, September 08, 2016
Annapolis Royal Academy (ARRA)

Minutes

Present: Shirley Pineo, Chair, Ann-Marie Mathieu, CEO, Tony Bentley, Janet Ness, Jill Cox, Jane Bustin, Sherry Brideau, Lesley MacDonald, Kelly Kempton

Regrets: Bob Best, Peter Muttart, Pat Power, Timothy Habinski

Absent: Scott Geddes

Mayor Michael Thompkins (Annapolis Royal) and Linda Moffat, Chair of the Annapolis Royal Friends of the Library, gave a tour of the space which will be the future site of the Annapolis Royal Library branch.

1. Call to order:

The Chair called the meeting to order at 7:14 pm.

3. Approval of Agenda:

MOTION: It was moved by Janet and seconded by Lesley that the agenda be approved with the following additions. Carried.

8.3.1 Recommendations from the Policy Barriers to Service Project Team

8.3.2 Classical music CD collection

8.3.3 Summer Reading Club report

8.3.4 Christmas Party

4. Approval of Minutes of Previous meeting:

MOTION: It was moved by Jill and seconded by Lesley that the minutes of the June 9, 2016 meeting be approved. CARRIED.

5. Correspondence and Communications:

5.1. Card from Sue Mosher

A lovely thank you card was received from Sue Mosher expressing her appreciation of being recognised at the Annual Staff Inservice.

6. Business Arising from the Previous Meeting:

6.1. Kentville Library relocation:

Ann-Marie reported that the Kentville Lite is up and running. A Kentville staff member has donated \$4,500.00 to have the frosted windows replaced. At this time the stained glass windows will remain. The Margaret Atwood fundraiser for the Killam Corner is progressing very well.

6.2. Bridgetown Library expansion project:

Ann-Marie reported that the demolition is underway. This expansion project will create a new program room and the children area will be moved to the old program space. A MOU between AVRL and the County of Annapolis is ready to be signed.

7. Committee Reports:

7.1. Executive Committee:

7.1.1. Friends of the Library Policy:

MOTION: It was Moved by Lesley and seconded by Tony to accept this policy. CARRIED

7.1.2. Contest Policy:

MOTION: It was Moved by Jill and seconded by Sherry to accept this policy. CARRIED

7.2. Finance Committee:

7.2.1. Medavie Blue Cross Recommendations:

MOTION: It was moved by Lesley and seconded by Janet to a) increase the co-pay on drugs from \$5.00 to \$10.00 b) leave the paramedical at \$500.00 per annum (100% coverage) and c) increase the recall rate for dental from once every six months to once every twelve months. This will result in an annual increase of \$5,433.00 to the operating budget, and an increase of \$5.04 for family coverage per pay period, and an increase of \$2.06 for single coverage per pay period. **CARRIED**

The Finance Committee is also recommending that a) Ann-Marie, in consultation with the Employee Relations Committee, review the Benefits Package and make recommendations prior to the 2017 renewal and b) Shirley recommend that a shared, Province-Wide Library Employee Benefits Plan be developed by LBANS.

7.3. Human Resources Committee:

7.3.1. Recruitment, Selection, and Hiring Policy:

MOTION: It was Moved by Lesley and seconded by Tony to accept this policy. **CARRIED**

7.3.2. Separation form Service Policy:

MOTION: It was Moved by Jill and seconded by Jane to accept this policy. **CARRIED**

7.3.3. Job Classification Policy:

MOTION: It was Moved by Lesley and seconded by Tony to accept this policy. **CARRIED**

7.3.4. Salary/Wage Policy:

MOTION: It was Moved by Jill and seconded by Janet to accept this policy. **CARRIED**

7.3.5. Salary/Wage Administration Policy:

MOTION: It was Moved by Jill and seconded by Lesley to accept this policy. CARRIED

7.3.6. Conflict of Interest Policy:

MOTION: It was Moved by Jill and seconded by Janet to accept this policy. CARRIED

7.3.7. Disclosure of Wrongdoing/Whistleblower Policy:

MOTION: It was Moved by Jill and seconded by Lesley to accept this policy. CARRIED

Ann-Marie explained that this leaves only two other policies in the current Human Resource Policies.

MOTION: It was moved by Lesley and seconded by Sherry that the two remaining policies be rescinded and placed in the Terms and Conditions of Employment Policy at the time this policy is updated. CARRIED

It was suggested that these policies be included in a new board member orientation package.

7.4. Headquarters Committee:

Shirley stated that the AVRL Board is excited for the move into the new Headquarters building in Berwick.

7.5. Public Relations Committee:

It was decided that this committee should work on a policy/procedures for Opening a New Library.

7.6. Vehicle Committee:

Nothing to report at this time.

7.7. LBANS

Shirley reported that the next LBANS meeting is scheduled for the NSLA conference in Pictou the weekend of September 23-25, 2016. She won't be able to attend this meeting.

8. Report from the Chief Executive Officer:

8.1. Financial Statement for period April 1, 2016 – July 31, 2016

Ann-Marie presented the financial statement.

MOTION: It was moved by Lesley and seconded by Tony to receive the financial report. CARRIED

8.2. Performance Measures (Statistics)

Ann-Marie presented the statistics report. It was noted that circulation has increased.

8.3. CEO Report

Ann-Marie presented an update on events happening with AVRL since the last meeting of the board. Congratulations are extended to Angela Reynolds on her successful fundraising with the 100 Women of Kentville. It was suggested that Ann-Marie submit a weekly column in the newspaper with tidbits of Library news and happening.

8.3.1 Recommendations from the Policy Barriers to Service Project Team

MOTION: It was moved by Lesley and seconded by Janet to accept the Policy Barriers to Service report and allows Ann-Marie to implement the changes as need. CARRIED

8.3.2 Classical music CD collection

Ann-Marie reported that AVRL has received a donate of 2300 classical music CDs. Provincial will catalog these over the next 12 months.

8.3.3 Summer Reading Club report

The summer reading club report will be available at the next meeting.

8.3.4 Christmas Party

The 2nd annual Christmas Party will be held at Ann-Marie's on Saturday, December 3, 2016.

MOTION: It was moved by Jill and seconded by Tony that the board spend up to \$1000.00 on the Christmas Party. CARRIED

8.4. MOU AVRL and Annapolis County:

MOTION: It was moved by Jane and seconded by Tony that the MOU between AVRL and the County of Annapolis be accepted and signed immediately by the AVRL Board Chair and CEO. CARRIED

9. New Business

This is no new business to discuss at this time.

10. Roundtable/Member Report:

Lesley and the Friends of the Library are preparing fundraising events for the move of the Annapolis Royal branch into the Academy.

Jill mentioned that the Middleton branch had a great summer. They had lots of activities for the children thanks to the wonderful summer student that was hired.

Jane talked about a few of the upcoming fundraising events planned for the Berwick branch.

Tony mentioned that the staff at the Kentville branch are pleased to have the Kentville Lite up and running. The town and public are very happy with the new location of the library.

Sherry has been busy visiting different libraries around the province. She was excited to report on all the positive energy in the different branches.

Janet reported that Wolfville branch will be receiving a new roof.

Shirley mentioned that the bookclub will be starting up again soon at the Windsor branch. Also, the Windsor branch was recently featured in the filming of the mini-series of Stephen King's "The Mist".

11. Date of Next Meeting:

The next meeting will be held on Thursday, November 10, 2016 at 5:00pm in Kentville. Tony will organize a location for this meeting. Sandwiches and sweets will be served at the meeting.

12. Adjournment:

MOTION: It was moved by Jill that the meeting be adjourned. CARRIED