



## **Annapolis Valley Regional Library**

**Board Meeting**

**Thursday, September 14, 2017**

**7:00 p.m. - 9:15p.m.**

**Council Chambers, Berwick Town Office**

**236 Commercial Street, Berwick**

# **Minutes**

**PRESENT:** Shirley Pineo, Pat Power, Lesley MacDonald, Lynn Pulsifer, Jane Bustin, Jill Cox, Alex Morrison, Janet Ness, Shelley Bibby, Ann-Marie Mathieu.

**ABSENT:** Jane Bustin (regrets), Bob Best.

**GUESTS:** Angela Reynolds (AVRL - Community Engagement Coordinator ).

**1. Call to order:**

The meeting was called to order at 7:00pm by Shirley Pineo, Chair.

**2. Guests/Presentations:**

There were no guests/presentations.

**3. Approval of Agenda**

The following items were added to the agenda:

6.5 Conference Update

9.2 AVRL Board/Staff Christmas Party

**MOTION: That the agenda be approved with the proposed additions.**

**MOVED BY: Janet Ness**

**SECONDED BY: Shelley Bibby**

**CARRIED.**

**4. Approval of Minutes of the Previous Meeting:**

**MOTION: That the minutes of the June 14th, 2017 meeting be approved as presented.**

**MOVED BY: Lesley MacDonald**

**SECONDED BY: Jill Cox**

**CARRIED.**

**5. Correspondence and Communications**

There was no correspondence.

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

**6.1 Kentville Library Project - Verbal Update by the CEO and the Board Representative:**

The Town of Kentville has advised that the space will be available on Tuesday, October 10th. AVRIL will close to the public Tuesday, October 10th - Thursday, October 12th to complete the move. Kentville will open to the public in the new space on Friday, October 13th, 2017. [**UPDATE:** As of September 19th, 2017 the new dates for occupancy are as follows: AVRIL will close to the public Monday, October 16th, 2017 - Wednesday, October 18th, 2017 to complete the move. Kentville will open to the public in the new space on Thursday, October 19th, 2017.]

**6.2 Annapolis Royal Project - Verbal Update by the CEO and Board Representative:**

Pat Power reported that the Annapolis Royal Project has received a grant of \$10,000 (under the Community ACCESS-Ability grant program) from the Department of Community Services. This grant is for the development of accessible washrooms serving the Library and common area.

**MOTION: To move In Camera.**

**MOVED BY: Janet Ness      SECONDED BY: Shelley Bibby      CARRIED.**

**MOTION: To move out of In Camera.**

**MOVED BY: Janet Ness      SECONDED BY: Jill Cox      CARRIED.**

Alex Morrison shared that the CEO had presented the Annual Report to Annapolis County on September 12th, 2017. A member of the audience shared with him the importance of the Library, in particular patrons with print disabilities.

**6.3 Wolfville Public Consultation - Verbal Update by the CEO and Board Representative:**

Ann-Marie Mathieu and Angela Reynolds will be facilitating a public consultation session at the Wolfville Farmers Market on Saturday, November 4th, 2017 2:30pm - 6:00pm This is the first step in the formal discussions with the community regarding the future of the Wolfville Library.

**6.4 Bookmobile Graphics - Verbal Update by the CEO:**

The following motion was made at the June 14, 2017 Board Meeting...

**MOTION: To accept the quote for the replacement of the graphics for the Bookmobile.**

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

**[UPDATE]** The CEO advised that due to unforeseen repair costs associated with the Bookmobile, the decision to proceed with the replacement of the graphics has been deferred to the 2018-2019 Budget cycle.

6.5 Conference Update:

The Conference Update as prepared by Charlotte Janes and Wendy Trimper (Conference Convenors) was presented. The Board wishes to acknowledge the efforts of Charlotte Janes and Wendy Trimper in organizing this wonderful, and interesting event.

**7. Committee Reports:**

7.1 Executive Committee (Shirley Pineo, Chair):

7.1.1 Updates to AVRL Board By-Laws:

ARTICLE: II OBJECT was changed from "Municipality of the District of West Hants" to read "the District of West Hants".

ARTICLE X: STANDING COMMITTEES Section 1 was changed from "Public Relations" to read "Advocacy and Development".

**MOTION: To accept the By-Laws as amended.**

**MOVED BY: Shelley Bibby SECONDED BY: Lynn Pulsifer CARRIED.**

7.2 Finance Committee (Lesley MacDonald, Chair):

7.2.1 Report from July 6th, 2017 Meeting:

The Report from the July 6th, 2017 Finance Committee was discussed.

**MOTION: That the Board accept the proposal by Plenus for the Sick-Leave Accrual Analysis for the 2017-2018 Audit.**

**MOVED BY: Lesley MacDonald SECONDED BY: Janet Ness CARRIED.**

7.2.2 2018-2019 Operating Budget - Preliminary Draft:

The CEO presented the preliminary DRAFT 2018-2019 Operating Budget. Recent reductions to the staffing levels in the Administration Office have resulted in a projected balanced budget for 2018-2019.

7.3 Human Resources Committee (Jill Cox, Chair):

7.3.1 July 26th, 2017 Meeting Report:

The July 26th, 2017 Meeting Report was discussed. The *Medavie Blue Cross Employee Survey 2017*, as prepared by the Employee Relations Committee was highlighted.

**MOTION: That the Board accept the Medavie Blue Cross proposal effective October 1st, 2017.**

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

7.4 AVRL Advocacy and Development Committee (Janet Ness):

7.4.1 Report from the August 9th, 2017 Meeting:

The Report from the August 9th, 2017 meeting was discussed.

7.5 LBANS (Shirley Pineo, Board Representative):

7.5.1 LBANS Representative Report:

Shirley Pineo reported on the July 19th, 2017, joint meeting between LBANS, CORL, Provincial Library Staff, and the Deputy Minister.

**MOTION:** That AVRL recommends that the LBANS Executive defer the meeting scheduled for Saturday, September 16th, 2017 to the already scheduled meeting of Friday, September 29th at the NSLA/LBANS Conference, so that the LBANS Executive can attend the government supported launch of the *150 Books of Influence*, which will feature remarks by Minister Glavine.

**MOVED BY:** Janet Ness **SECONDED BY:** Lesley MacDonald **CARRIED.**

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

**MOVED BY:** Janet Ness **SECONDED BY:** Jill Cox **CARRIED**

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

8.1 Financial Statements:

8.1.1 Financial Statement April 1, 2017 - August 31, 2017:

The Financial Statement Report for the period April 1, 2017 - August 31, 2017 was presented.

8.1.2 Deferred Revenue/Reserves Balances August 31, 2017:

The Deferred Revenue/Reserves Balances Report, as of August 31, 2017, was presented.

8.2 Performance Measures (Statistics):

The Performance Measures for the period April 1, 2017 - August 31, 2017 were presented. Of note was the 1.86% increase for this period, year-over-year, and the 39.20% increase in circulation for the Berwick Library.

8.3 2017 Summer Reading Club Report:

Angela Reynolds, Community Engagement Coordinator presented the 2017 Summer Reading Club Report.

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**MOTION:** To accept all Reports from the CEO.

**MOVED BY:** Janet Ness **SECONDED BY:** Jill Cox **CARRIED**

**9. New Business:**

9.1 Board Meeting start time:

There was agreement about having a consistent start time of 5:00pm for all Board Meetings.

9.2 AVRL Board/Staff Christmas Party:

The AVRL Board/Staff Christmas Party has been scheduled for **Saturday, December 2nd, 2017**. The format will be different this year. In a effort to reduce the costs [by at least 50%] , the Board and CEO will make, and serve the meals. The CEO will provide the libations.

**10. Member Reports (Roundtable):**

- ✓ Windsor: Shelley reported that Windsor Council will be attending UNSM. The issue around library funding did not make the top five to take to the meeting.
- ✓ Kentville: Lynn had nothing further to report.
- ✓ Annapolis County: Alex will be attending UNSM and speak to the need for increased funding for libraries.
- ✓ Annapolis Royal: Lesley spoke to the FOL reception and how well informed the community is about the project.
- ✓ Wolfville: Janet had nothing further to report.
- ✓ Middleton: Jill reported that the Middleton Library had a successful summer, and that the FOL had assisted with the funding to hire a summer student.
- ✓ West Hants: Shirley reported that she attends the Windsor Library, and that the ongoing street construction in Windsor was making it difficult to get to the Library.

**11. Next meeting(s):**

The next Joint Committee meeting is scheduled for **October 11, 2017 5:00pm-7:00pm in Berwick Council Chambers**. The next regular Board Meeting is scheduled for **Thursday, November 2nd, 2017 - 5:00pm-7:00pm in Berwick Council Chambers**.

**12. Adjournment:**

**MOTION: That the meeting be adjourned at 9:15pm.**

**MOVED BY: Janet Ness**

**SECONDED BY: Jill Cox**

**CARRIED.**

Minutes prepared by Ann-Marie Mathieu  
CEO/Secretary to the AVRL Board