



Annapolis Valley Regional Library

Board Meeting

Thursday, September 13, 2018

5:00 p.m. - 7:00p.m.

Council Chambers, Berwick Town Office

236 Commercial Street, Berwick

Minutes

PRESENT: Shirley Pineo, Janet Ness, Lesley MacDonald, Lynn Pulsifer, Jane Bustin, Jill Cox, Pat Power, Meg Hodges, John Bregante Ann-Marie Mathieu.

REGRETS: Shelley Bibby, Alex Morrison.

GUESTS: Angela Reynolds (Community Engagement Coordinator)

1. Call to order:

The meeting was called to order at 5:00pm by Shirley Pineo, Chair.

2. Guests:

Angela Reynolds, Community Engagement Coordinator was welcomed to the meeting.

3. Approval of Agenda

8.6 Employee Relations Committee - Staff Satisfaction Survey was added to the agenda.

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

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

4. Approval of Minutes of the Previous Meeting:

MOTION: That the minutes of the June 14, 2018 meeting be approved as presented.

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

5. Correspondence and Communications

5.1 There was no correspondence.

6. Business Arising from the Previous Meeting:

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

Several requests have been sent to Rachel Bedingfield regarding the status of the lighting. Ms. Bedingfield has indicated that she is waiting on information from the building owner. There was some discussion over the difficulty in operating the elevator.

MOTION: THAT the Chair write a letter to the Town of Kentville encouraging the Town to pursue grants to upgrade the elevator, and that the AVRL would support them in this.

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

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

The move in date is projected to be mid to late October.

6.3 Wolfville Project - Verbal Update by from the CEO and Board Representative:

The project is moving forward. The Working Group has been meeting monthly, and will be presenting to the Wolfville Council on October 2nd. Ann-Marie and Janet will be making a presentation to the Mud Creek Rotary on October 25th. A Review Committee will be formed to provide feedback to the Working Group.

7. Committee Reports:

7.1 Executive Committee (Shirley Pineo, Chair):

7.1.1 There was nothing to report.

7.2 Finance Committee (Lesley MacDonald, Chair):

7.2.1 Medavie Blue Cross Renewal Proposal:

MOTION: To accept the Medavie Blue Cross Renewal proposal as presented.

MOVED BY: Lesley MacDonald SECONDED BY: Meg Hodges CARRIED

7.3 Human Resources Committee (Jill Cox, Chair):

7.3.1 There was nothing to report.

7.4 The Advocacy and Development Committee (Janet Ness, Chair):

7.4.1 Report from the June 21, 2018 Meeting:

The Advocacy and Development Committee Report from the June 21, 2018 meeting was discussed.

7.4.2 Presentation of the Advocacy Materials:
Angela Reynolds presented the Advocacy and Development Committee promotional items (cards and banners).

7.5 LBANS (Alex Morrison, Board Representative):

7.5.1 LBANS Representative Report:

Ann-Marie reported that Alex is spearheading a provincial advocacy initiative on behalf of LBANS.

Shirley reminded everyone of the upcoming NSLA/LBANS Joint Conference in Yarmouth on September 27th - September 29th, 2018.

MOTION: To receive all Committee Reports (Items 7.2, 7.4, 7.5).

MOVED BY: John Bregante **SECONDED BY:** Jane Bustin **CARRIED**

8. Reports from the Chief Executive Officer:

8.1 Financial Statements:

8.1.1 Financial Statement April 1, 2018 - August 31, 2018:

The Financial Statement Report for the period April 1, 2018 - August 31, 2018 was discussed.

8.1.2 Deferred Revenue/Reserves Balances August 31, 2018:

The Deferred Revenue/Reserves Balances Report, as of August 31, 2018, was discussed.

8.2 Performance Measures (Statistics):

The Performance Measures for the period April 1, 2018 - August 31, 2018 were presented.

8.3 One Card NS Update:

The CEO provided a verbal update on the One Card NS Feasibility Study.

8.4 Summer Reading Club Report:

Angela Reynolds presented the Summer Reading Club 2018 Report.

8.5 Membership Drive Project Team:

Angela Reynolds provided a verbal update on the Membership Drive Project Team initiatives and promotional materials. It was noted that the Membership Drive's initiatives had been developed as part of the Board's advocacy efforts.

8.6 Employee Relations Committee (ERC) Staff Satisfaction Survey:

The ERC will be conducting the Staff Satisfaction Survey in early November. This will represent the third time the survey has been conducted.

MOTION: To receive Reports 8.1 - 8.6 from the CEO.

MOVED BY: John Bregante SECONDED BY: Jane Bustin CARRIED

9. **New Business:**

9.1 There was no new business.

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

- ✓ Wolfville: Janet reported that the 25th Anniversary for the Wolfville Branch was celebrated on September 11th. Ann-Marie spoke at that.
- ✓ Kentville: Nothing further to report.
- ✓ Berwick: Nothing further to report.
- ✓ Kings County: Meg reported that she has been visiting several libraries throughout the summer.
- ✓ Annapolis Royal: Pat commented on how inspirational it has been to see the new libraries developed over the past few years.
- ✓ Annapolis County: NA
- ✓ Middleton: Middleton's 25th Anniversary is scheduled for October 2nd.
- ✓ West Hants: Shirley attended the Lunenburg Grand Opening.
- ✓ Windsor: John commented on how popular the Library is.

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

The next regular Board Meeting is scheduled for **Thursday, November 29, 2018 - 5:00pm-7:00pm in Berwick Town Office.**

12. **Adjournment:**

MOTION: That the meeting be adjourned at 7:20pm.

MOVED BY: Lesley MacDonald SECONDED BY: Lynn Pulsifer CARRIED.

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