



## Annapolis Valley Regional Library

Regular Board Meeting  
Thursday, September 17, 2020

**6:00 p.m. - 8:00 p.m.**

Zoom meeting

# Minutes

**PRESENT:** Janet Ness, Jill Cox, Bob Morton, Lynn Pulsifer, Pat Power, Jane Bustin, Lesley MacDonald, Ann-Marie Mathieu.

**ABSENT:** Alex Morrison, Meg Hodges, Colin Bowers.

**1. Call to order:**

Janet Ness called the meeting to order at 6:00pm.

**2. Guests/Presentations:**

There were no guests

**3. Approval of Agenda:**

Additions to the agenda:

7.1.1. and 7.1.2 moved to 7.1.2 and 7.1.3

7.1.1 Report of the July 13th Executive Meeting added

9.1 Future of LBANS

9.2 Municipal Election

9.3 Hippocampe Grant

9.4 Wolfville Lab Donation

**MOTION:** To approve the agenda as amended.

**MOVED BY:** Jane Bustin **SECONDED BY:** Lynn Pulsifer **CARRIED.**

**4. Approval of Minutes of the Previous Meeting (June 18, 2020)**

**MOTION:** That the minutes of the June 18, 2020 meeting be approved as presented.

**MOVED BY:** Jill Cox      **SECONDED BY:** Lynn Pulsifer      **CARRIED.**

**5. Correspondence and Communications**

5.1 Sent

5.1.1 None.

5.2 Received

5.2.1 Letter from Sue Aldred: The CEO read the following letter

*Dear Board Members,*

*Thank you so much for volunteering to serve on the Board for the Annapolis Valley Regional Library. I appreciate that you take the time out of your busy lives and use your passion, experience and resources to keep our library service up-to-date.*

*I'd like to thank you for the support you've shown our Middleton Branch as we've grown over the years.*

*On a personal note, I'd also like to thank you for making it possible for me to attend several NSLA Conferences, so that I could network and learn new practices to use in our library. Also, I've always valued the opportunity that our yearly Inservice provided, which allowed all AVRL staff to attend workshops together and exchange ideas.*

*Sincerely,  
Sue Aldred*

**MOTION:** To receive the correspondence

**MOVED BY:** Jill Cox      **SECONDED BY:** Bob Morton **CARRIED**

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

6.1 Kingston Library - Update by CEO

Included in the LMC Report.

## 7. Committee Reports:

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

#### 7.1.1 July 13th Executive Committee Meeting: [Verbal Report]

The Terms and Conditions of Employment Policy provide clear direction on how to assess "time in lieu", and how COVID-19 has impacted vacation and overtime. Also, there was a discussion around Vacation Carry-Over and how the three month moratorium on vacation leave approval will need to be addressed - this was referred to the Human Resources Committee.

#### 7.1.2 The Accessibility Planning Toolkit for Prescribed Public Sector Bodies:

The Toolkit was discussed, and will form the basis of AVRL's work on a go forward basis.

#### 7.1.3 Interregional Library Accessibility Advisory Committee Terms of Reference:

The Terms of Reference for the Interregional Library Accessibility Advisory Committee were reviewed. AVRL will be developing our plan in cooperation with Cape Breton RL, Colchester East Hants PL, Cumberland PL, and Western Counties RL.

**MOTION: To accept the Terms of Reference for the Interregional Library Accessibility Advisory Committee.**

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

### 7.2 Finance Committee, Lesley MacDonald (Treasurer)

#### 7.2.1 Finance Committee Meeting - August 11, 2020

Lesley MacDonald, Janet Ness, Lynn Pulsifer, Meg Hodges, Alex Morrison, Jill Cox, and Colin Bowers attended the August 11th, 2020 Finance Committee Meeting. [Pat Power, Jane Bustin, and Bob Morton were absent.]

The following two Motions were made. The Full Board voted online to both motions.

**MOTION 1: That the 2013 Sprinter Van be repaired, and immediately sold following AVRL's established tendering policy, and procedures.**

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

**MOTION 2: That the Board approve the purchase of a 2020 Cargo Vehicle using the established tendering policy and procedures.**

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

These motions were ratified.

7.2.2 Finance Committee Meeting Report September 2, 2020

The Finance Committee had a zoom meeting on Wednesday, September 2nd, 2020 12:00-12:24pm. Lesley MacDonald, Janet Ness, Lynn Pulsifer, Alex Morrison, Jill Cox, and Colin Bowers were in attendance.

The following motion was made via email.

**MOTION: That AVRL proceed with the purchase of the 2020 Transit Cargo Van with the trade-in of the Sprinter Van valued at \$12,000, and that the deal include an extended warranty.**

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

This motion was ratified.

7.2.3 Financial Statement April 1, 2020 - August 31, 2020

The Financial Statement April 1, 2020 - August 31, 2020 was discussed.

7.2.4 Deferred Revenue Report

The Deferred Revenue Report dated September 9, 2020 was discussed.

7.2.5 Renewal of the Medavie Blue Cross Benefits:

**MOTION: To accept the proposed Medavie Blue Cross renewal with a 2.9% increase.**

**MOVED BY: Lesley Macdonald SECONDED BY: Jane Bustin CARRIED**

7.3 Human Resources Committee, Jill Cox (Vice-Chair)

7.3.1 September 8th Meeting Report: Vacation Carryover:

There was a zoom meeting on September 8th, 2020 to discuss vacation carryover. It was agreed that Staff would be allowed to carryover more than 1 week vacation, and that they have the entire calendar year to use this additional allocation.

**MOTION: That Staff be allowed to carryover more than 1 week vacation for the calendar year 2021.**

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

7.4 Advocacy and Development Committee, Janet Ness

Janet provided a verbal report. We have an even greater need to develop an advocacy and development plan, particularly as it applies to the lost fine revenues. She would like to see the focus be on the Municipal funders and the role that the library plays in community recovery. We need to focus on the value we contribute to our citizens and be proactive. Once we get our new Council appointees in place, the Advocacy and Development Committee will schedule zoom meetings to discuss the next steps in developing information packages for the Municipal partners.

The Road to Reopening COVID-10 Guidelines and Recommendations were developed around these overarching principles:

- Safety and risk mitigation: for both staff and the communities we serve.
- All services support community recovery
- Accessibility and inclusion: we will strive to facilitate fair and equitable access to library services.
- Sustainability: All services developed in response to COVID-19 must be sustainable, both in terms of staffing and resources (financial, equipment, and other).

**MOTION: To accept all other Committee Reports 7.1 - 7.4.**

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

7.5 LBANS

7.5.1 Minutes from the August 13, 2020 LBANS Meeting

The Minutes of the August 13, 2020 LBANS Meeting were received.

7.5.2 Report from LBANS Representative:

There was no report from the LBANS Representative.

---

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

8.1 Report from the Library Management Committee

The Report from the Library Management Committee was discussed.

8.2 Performance Measures (Statistics)

The Performance Measures for April 1, 2019 - August 31, 2020 were presented.

---

**MOTION: To accept the Chief Executive Officer's Reports 8.1 and 8.2**

**MOVED BY: Jane Bustin SECONDED BY: Bob Morton CARRIED.**

**9. New Business**

9.1 Future of LBANS:

The board had a brief discussion on the future of LBANS. There was a round table discussion on issues outlined, and the regional responses recorded in the minutes of the LBANS Executive meeting August 13, 2020. Janet also shared 3 options that she and Alex have discussed in the past i.e. dissolving, status quo, affiliating with NSLA. The outcome of our discussions were (1) The current board is best informed to make a decision re: AVRL's position on the future of LBANS and (2) this decision should include input from Alex as LBANS Chair and AVRL representative. The consensus was to call a special board meeting in the next 2 weeks to explore how/if AVRL can find ways to support the Objectives of LBANS in a sustainable and workable way. [UPDATE: Meeting scheduled for Wed. Sept 30 4:00pm]

## 9.2 Municipal Elections:

Janet Ness made the following remarks about the outgoing Board Members.

*We live in an enviable democratic society and the upcoming municipal elections are part of that democracy. But for our board it is always a bitter sweet time as we say goodbye to our AVRL board council reps who will not be reoffering. This year we will lose Jane Bustin, Lynn Pulsifer and Meg Hodges. First, and foremost I want to thank you for your commitment and service to your communities. But even more, I want to thank you for the contributions you have made to the AVRL.*

*Jane, you have been a steadfast voice, advocate and contributor for library service in Berwick and the AVRL and always given sound advice in our board decision making since 2012. You have brought so much to the Board. Needless to say the new town hall that was built during your tenure has not only given Berwick a beautiful library which you were an integral part of in the planning and fundraising, Your multitasking skills, and passion for libraries will be missed around this table.*

*Lynn, what can I say about your epic journey with the Kentville Library move to its present location? Your contribution as a councillor, friend of the library and passionate supporter throughout the process has given the citizens of Kentville and our patrons a place they are proud of. You are a dogged advocate and you too will be missed. You've got a beautiful library as a result of all your efforts.*

*Meg, our board has benefited from your commitment to make a difference in people lives in Kings County and the Annapolis Valley. You brought fresh insight to our board and your suggestions and concerns have made us more responsive to the issues of accessibility, literacy and service. I believe you still have much to offer and I know you will continue to be an advocate for libraries and the AVRL. We are sorry to see her leave politics.*

*In fact, knowing that each of you will continue to be friends and advocates for library services means we are not saying goodbye but we'll more like " we'll see you in the Library". So on behalf of the AVRL Board I would like to again thank you for your years of service and commitment to public libraries and to wish you well as you take on your next roles.*

## 9.3 Hippocampe Grant

AVRL, in partnership with Municipality of the County of Kings, received a \$10,000 grant from the AccessAbility Grant (CCH) for the purchase of a Hippocampe [specialized wheelchair that allows access to beaches and trails etc.] Kings has also received a grant of \$5,000 from Sport Nova Scotia. The project is ready for implementation.

## 9.4 Wolfville Lab Donation

The Wolfville Lab has received a second grant of \$8,032 [for a total of \$14,697] from a private citizen.

**10. Member Reports (Roundtable)**

There were no member reports.

**11. Next meeting:**

The next meeting is scheduled for **Thursday, November 19, 2020: 6:00pm - 8:00pm**, via Zoom.

**12. Adjournment:**

**MOTION:** To adjourn the meeting at 7:58 pm.

**MOVED BY:** Jane Bustin **SECONDED BY:** Lynn Pulsifer **CARRIED.**

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