



**Annapolis Valley Regional Library**

**Regular Board Meeting  
Thursday, June 15, 2023  
6:00 p.m. - 8:00 p.m.  
Hybrid Meeting**

**Minutes**

**PRESENT:** Jane Bustin, Jill Cox, Emily Lutz, Lesley MacDonald, Laurie Murley, Bruce Prout, Janet Ness, Gillian Yorke, Julia Merritt (CEO)

**REGRETS:** None

**1. Call to order**

Janet Ness called the meeting to order at 6:06 pm.

**2. Guests/Presentations**

None.

**3. Approval of Agenda**

**MOTION:** To approve the agenda with the addition of  
9.4 Financial Procedure Update, and  
11.0, Board Member Round Table

**MOVED BY:** Laurie Murley **SECONDED BY:** Jill Cox **CARRIED**

**4. Approval of Minutes of the Previous Meetings**

4.1 Minutes from the April 20, 2023 Meeting  
Minutes from the April 20, 2023 In Camera Meeting

**MOTION:** To accept the minutes of the April 20, 2023 regular and in camera  
Board Meeting as presented.

**MOVED BY:** Bruce Prout **SECONDED BY:** Jill Cox **CARRIED**

**5. Correspondence and Communications**

5.1 Received: None.

5.2 Sent: None.

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

6.1 Annapolis Royal branch heating (no update)

6.2 Pension review (no update)

**7. Committee Reports**

7.1 Executive Committee, Janet Ness (Chair):

There have no Executive Committee meetings since April; nothing to report.

7.2 Human Resources Committee, Jill Cox:

There have no Human Resources Committee meetings since April; nothing to report.

7.3 Finance Committee, Lesley MacDonald (Treasurer):

There have no Finance Committee meetings since April; nothing to report.

7.3.1 Financial Statement - April 1, 2023 – May 30, 2023

This report was not available at the time of this meeting due to the resignation of the Library's Finance Administrator in mid-May.

7.3.2 Deferred Revenue Report for March 31, 2023

As above; this report was not available at the time of this meeting.

7.3.3.1 Investment Report: AVRL Performance Summary June 2, 2023

There were no questions regarding the AVRL's investment portfolio.

7.3.3.2 Investment Report: AVRL Performance Detail June 2, 2023

There were no questions regarding the AVRL's investment portfolio.

7.4 Advocacy and Development Committee, Janet Ness:

There was nothing to report.

7.5 LBANS:

7.5.1 Report from the AVRL LBANS Representative:

Janet Ness reported that LBANS had a meeting on May 27<sup>th</sup> but has not yet received the minutes.

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

**MOVED BY: Lesley MacDonald SECONDED BY: Emily Lutz CARRIED**

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

8.1 Update from the CEO:

As per the written report.

8.2 Performance Indicators (Statistics):

This report was delayed due to staff turnover, as above.

8.3 IACLA 2022-23 Activity Report

As per the written report.

**MOTION: To receive the CEO's Reports.**

**MOVED BY: Bruce Prout      SECONDED BY: Lesley MacDonald    CARRIED**

9. **New Business:**

9.1 DRAFT Disbursement Policy

The policy was reviewed and discussed; minor amendments were requested and the Board agreed by consensus that it would review and approve this policy by email.

**MOTION, via email July 17, 2023: To approve the Disbursement Policy.**

**MOVED: Jill Cox    SECONDED BY: Laurie Murley    CARRIED**

9.2 DRAFT Respectful Workplace Policy

**MOTION: To approve the Respectful Workplace Policy.**

**MOVED: Jill Cox    SECONDED BY: Jane Bustin    CARRIED**

9.3 For Board Endorsement: CORL Funding Formula Needs Analysis

**MOTION: To endorse CORL's Funding Formula Needs Analysis as distributed.**

**MOVED: Emily Lutz    SECONDED BY: Lesley MacDonald    CARRIED**

9.4 Financial Procedures Update

**MOTION: To authorize the CEO to contract with Grant Thornton to complete a financial process management update project in 2023, with a maximum cost of \$30,000.**

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

10. **In Camera: labour negotiations**

**MOTION: To move in camera at 7:11pm.**

**MOVED: Jane Bustin    SECONDED BY: Emily Lutz    CARRIED**

**MOTION: To move out of camera at 7:29pm.**

**MOVED: Bruce Prout    SECONDED BY: Jill Cox    CARRIED**

**MOTION: To receive the report presented in camera.**

**MOVED: Emily Lutz    SECONDED BY: Jill Cox    CARRIED**

**11. Member Reports (Roundtable)**

- Emily Lutz: All three of her children have library cards now! Emily is working to keep Council informed of Library activities.
- Jane Bustin: noted the 100<sup>th</sup> anniversary of Berwick, and the cooperation between the Town and Library staff to plan and deliver the festivities.
- Jill Cox: Middleton is very busy and the staff are keen and organizing seasonal events like a book giveaway. The Friends of the Library have sponsored 10 spots for a babysitting certification course to be held at the Library.
- Bruce Prout: Kingston is very busy. Bruce was impressed with the Bridgetown Friends at the meeting he attended. Bruce noted that public libraries are outstripping school library atmospheres.
- Lesley MacDonald: nothing to report.
- Janet Ness: Wolfville is moving slowly forward with its building project. She was able to attend the May 29 In-Service session by Tova Sherman on Accessibility and Inclusion, as well as Charlotte Janes' retirement tea on the 31<sup>st</sup>, for which there was a good turnout to celebrate.
- Laurie Murley: Laurie is an e-book reader and hasn't been in the Windsor branch recently, however she receives good feedback from a family member and plans to share more information with Council.
- Gillian Yorke: Her family has made a Summer Family Bucket List, and AVRL programs have made the cut.

**12. Next meeting:**

The next meeting is scheduled for Thursday, September 21<sup>st</sup>, 2023, 5pm.

**13. Adjournment**

**MOTION: To adjourn the meeting at 7:43 pm.**

**MOVED BY: Jill Cox SECONDED BY: Laurie Murley CARRIED**