



Annapolis Valley Regional Library

**Regular Board Meeting
Thursday, November 17, 2022
6:00 p.m. - 8:00 p.m.
Hybrid In-person/Zoom Meeting**

Minutes (DRAFT)

PRESENT: Janet Ness, Gillian Yorke, Jill Cox, Lesley MacDonald, Emily Lutz, Pat Power (Zoom), Laurie Murley (Zoom), Angela Reynolds.

REGRETS: Jane Bustin

1. Call to order

Janet Ness called the meeting to order at 6:15 pm. Laurie Murley was welcomed as the new board member for West Hants.

2. Guests/Presentations

There were no guests or presentations at this meeting.

3. Approval of Agenda with additions

MOTION: To approve the agenda as is

MOVED BY: Jill Cox **SECONDED BY:** Gillian Yorke **CARRIED**

4. Approval of Minutes of the Previous Meetings

4.1 Minutes from the September 15, 2022 Meeting

4.2 Minutes from the October 4, 2022 Special Board Meeting

MOTION: To accept the minutes of the September 15, 2022 regular Board Meeting & the October 4, 2022 meeting as presented.

MOVED BY: Jill Cox **SECONDED BY:** Gillian Yorke **CARRIED**

5. Correspondence and Communications

5.1 Received:

5.1.1 CCTH- Library Development Fund letters (3)

5.1.2 Thank You card – Sue Mullen

5.1.3 CCTH approval of CEO Julia Merritt– Minister Dunn (attach letter to approved minutes for posting)

request (email)

5.1.4 Insurance

5.2 Sent:

5.2.1 Letter to Minister Dunn regarding CEO

Janet Ness read the card from Sue Mullen. CEO letters are to confirm Julia Merritt as AVRl's new CEO.

MOTION: To accept the correspondence.

MOVED BY: Emily Lutz SECONDED BY: Lesley MacDonald CARRIED

6. Business Arising from the Previous Meeting:

6.1 Annapolis Royal heating – According to Sandi Millett, CAO, the town is hesitant to have heat pumps installed due to increased cost of electricity.

Angela has asked Tim Jackson, the branch manager, to keep an eye on the heat this winter – is the temperature acceptable? It is only AC that is needed? He has been asked to document any staff or patron complaints about the heat (we already know that the summer temperature is uncomfortable).

Recommendation:

AVRL finds someone to:

- A. investigate the actual cost of heat pump electricity vs. window unit AC which is currently used in summer
- B. Find the actual costs of installation and can they be installed in the library, Lab, and program room (and do they need to be).
- C. Present proposal to council with costs and efficiency study, including any staff and patron comments regarding the comfort level in the rooms, with a request to reconsider the decision.
- D. If the Town does accept the proposal, then the Condo board has to approve the proposal as well.

6.2 Pension review - No action to date. This item is on hold and will be removed from further agendas. The board agreed that this item will likely be discussed in Union negotiations.

6.3 Union Update (in camera) –

MOTION: To move the meeting In Camera

MOVED BY: Emily Lutz SECONDED BY: Gillian Yorke CARRIED

Angela Reynolds provided an update on the Union.

By consensus it was agreed to come out of In Camera.

6.4 Disbursement Policy - The board decided that this item will wait to be discussed when the new CEO starts.

7. Committee Reports

7.1 Executive Committee, Janet Ness (Chair):

MOTION: To move the meeting In Camera

MOVED BY: Jill Cox SECONDED BY: Gillian Yorke CARRIED

Janet Ness gave a report on the new CEO.

By consensus it was agreed to come out of In Camera.

7.2 Human Resources Committee, Jill Cox:

Nothing to report at this time.

7.3 Finance Committee, Lesley MacDonald (Treasurer):

7.3.1 Financial Statement - April 1 – October 31, 2022

The Financial Statement dated April 1, 2022 – October 31, 2022 was discussed.

No significant surprises.

7.3.2 Deferred Revenue Report for October 31, 2022

The deferred Revenue Report dated October 31, 2022 was discussed.

7.3.3 Lesley spoke about the investment report. Investments are actually making money now.

7.4 Advocacy and Development Committee, Janet Ness:

There was nothing to report.

7.5 LBANS:

7.5.1 Report for the AVRL LBANS Representative:

Janet Ness reported that LBANS did hold their AGM at the NSLA conference in Sydney. They are looking for a vice-chair at this time. LBANS is hosting a meeting on Nov. 26 in Truro, and will be discussing the funding formula in support of CORL.

MOTION: To accept all Committee Reports.

MOVED BY: Gillian Yorke SECONDED BY: Emily Lutz CARRIED

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

8.1 Performance Indicators (Statistics):

The Performance Indicators for April 1, 2022 – October 31, 2022 were discussed. Circulation is up 43.47% overall. Computer use and wireless use is up 90% year-over-year. Kingston and Kentville circulation are particularly high (at least 100% increase since this time last year).

8.2 Update from the CEO: Wendy Trimper retired on October 31. Samantha Driscoll began as the new Human Resources & Facilities manager on Nov. 1 and Jai Soloy

began as the Coordinator of Public Services. The new Organization chart was distributed.

Work has begun on the new website, with a timeline of February 2023 for launch. Brandon Johnson of Spadewerk was awarded the contract for this work. As well, the new calendar software has been purchased and will be ready to launch with the website.

8.3 IACLA Report Quarterly update for the IACLA committee was presented. This item should be kept on the agenda for future meetings. (see attached).

MOTION: To accept the Chief Executive Officer Reports
Moved: Jill Cox **SECONDED BY:** Gillian Yorke **CARRIED**

9. New Business:

9.1 – Insurance – Liability insurance is changing. Our insurer has asked for Abuse Policy. Our HR Policy 0090, Respectful Workplace Policy, covers most of the points in a “Abuse” policy. However, the board may need to look at a revision of this policy in the future. Angela will create a recommended procedure for staff and volunteers, including when to refresh background checks and how often staff should review this policy.

9.2 Work From Home policy- Angela Reynolds presented a very draft outline for a Work From Home policy. The board agreed to refer this matter to the HR committee to look at when appropriate.

9.3 In-Camera meeting record – Janet Ness led a discussion on how to keep the records for In-Camera meetings. Board members who are on councils discussed their methods of keeping those records – in general, the minutes are kept but are not made public. Janet will look into the AVRL board bylaws and make recommendations.

9.4 Board member representation on committees – It was noted that the Executive has had to make many decisions lately and that it would be helpful to have board members sit on subcommittees. Members could have the option to meet via Zoom. If there is an issue or subject members are interested in they can express interest to Janet Ness.

9.5 Holiday Party? It was decided that instead of a Holiday Party the board will plan a Welcome Party for the new CEO in January.

10. Member Reports (Roundtable)

Emily Lutz visits the Berwick Library often and is impressed with Same Page. **Gillian Yorke** appreciates the inclusive and diversity items in the catalogue – and Same Page makes them easy to share with the public. **Jill Cox** reports that Middleton library will soon have a baby-

changing station in one of the washrooms, paid for by the Middleton Friends. **Pat Power** looks forward to sharing the circulation figures at her council, and says the trends of the circ improving is good news. **Laurie Murley** requested a quick report for councilors to share. This request will be forwarded to the new CEO for consideration. **Janet Ness** was happy to report that the Town of Wolfville has moved to construct a new library with the town hall building. Janet extended thanks to Angela Reynolds, as this was her last meeting as Acting CEO.

11. Next meeting:

The next meeting is scheduled for Thursday, February 16, 2023, 6-8 PM. It will be held as a hybrid meeting: in-person in Berwick and/or on Zoom.

12. Adjournment

MOTION: To adjourn the meeting at 8:00 pm.

MOVED BY: Gillian Yorke Seconded by Emily Lutz

Prepared by Angela Reynolds
CEO/Secretary to the Board

ACTION PLAN: Action plan with target dates has been compiled. This is the document that will guide the IACLA work at AVRL.

WEBSITE: AVRL has awarded a website update contract to Brandon Johnson – Spadewerk.

Our timeline is to go live by the end of February 2023, with a draft/test site by mid-December. The main goal is to make our website more accessible. We are looking at using accessiBe software to increase the accessibility beyond the required standards.

STAFF TRAINING: Staff have been asked to watch “Introduction to Disability” <https://vimeo.com/725734618/b8aaf42f5b> . (All but 3 staff have reported back as having viewed the video.)

May 2023 In-Service will include all staff and board, with two workshops during the day – featuring Tova Sherman, CEO of reachAbility leading a session on Inclusion and Crayon Strategies leading a workshop on Unconscious Bias.

COLLECTIONS: Collection development policy currently under review and adding language to include procurement of alternative formats and diversity .

PROGRAMS & SERVICES: AVRL has some accessible computer stations; working on identifying and promoting these. We have been promoting the Hippocampe adaptive equipment and are working on a public awareness campaign to launch in May 2023.

IDEA TEAM: Starting an Inclusion, Diversity, Equity, & Accessibility Committee of staff to work on items such as signage, promotions, staff concerns, and public consultations. Where applicable, community members and organizations will be asked to consult with the team. This is in the works; delayed due to staff changes and retirements..

STAFF: As part of the CEO search, the board emphasized the AVRL focus Accessibility and Diversity when recruiting the new CEO.