



Annapolis Valley Regional Library

**Regular Board Meeting
Thursday, November 16, 2023**

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

Hybrid Meeting

Minutes (DRAFT)

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

REGRETS: None

1. Call to order

Janet Ness called the meeting to order at 5:05 pm.

2. Guests/Presentations: 5:30pm

Lindsey Gallivan, Senior Manager, Grant Thornton presented the report outlining the Board's options for the finance functions at AVRL. After Lindsey left the meeting, the Board discussed the merits of in-source vs. outsourcing for the financial functions under item 9.2.

MOTION: To receive the report as presented.

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

3. Approval of Agenda

MOTION: To approve the agenda as circulated.

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

4. Approval of Minutes of the Previous Meetings

4.1 Minutes from the September 21, 2023 Meeting

MOTION: To accept the minutes of the September 21, 2023 meeting as presented.

MOVED BY: Lesley MacDonald **SECONDED BY:** Paul Wear **CARRIED**

5. Correspondence and Communications

5.1 Received:

5.1.1 Oct 12/23: County of Annapolis to MCCTH

5.1.2 Oct 26/23: CPL to MCCTH

5.1.3 Nov 1/23: PARL to Janet/LBANS

5.1.4 Nov 7/23: MCCTH to County of Annapolis

5.2 Sent:

5.2.1 Oct 5/23: Janet Ness/AVRL to LBANS

MOTION: To receive the correspondence received and sent.

MOVED BY: Emily Lutz SECONDED BY: Gillian Yorke CARRIED

6. Business Arising from the Previous Meeting:

None.

7. Committee Reports

7.1 Executive Committee, Janet Ness (Chair):

Janet Ness presented her written report.

7.2 Human Resources Committee, Jill Cox:

Nothing to report that is not otherwise addressed.

7.3 Finance Committee, Lesley MacDonald (Treasurer):

7.3.1 Financial Statement - April 1, 2023 – October 31, 2023

All expenses are within budgeted ranges.

7.3.2 Deferred Revenue Report for October 31, 2023

Lesley reviewed the reserve balances and indicates that they would need to be consolidated and allocated appropriately.

7.3.3.1 Investment Report: AVRL Performance Summary November 7, 2023

7.3.3.2 Investment Report: AVRL Fund Facts November 7, 2023

7.3.3.3 Report from Investment Subcommittee and T. Miller

MOTION: To direct T. Miller regarding the equity holdings as described in his Nov. 8/23 email.

MOVED BY: Lesley MacDonald SECONDED BY: Jill Cox CARRIED

7.4 Advocacy and Development Committee, Janet Ness:

MOTION: That the AVRL write a letter to MCCTH and copy to the funding municipalities as official correspondence regarding the importance

and urgency of the upcoming provincial funding formula negotiations
MOVED BY: Emily Lutz SECONDED BY: Bruce Prout CARRIED

**MOTION: To extend an invitation to the Minister to virtually attend the
February 2024 Board meeting.**

MOVED BY: Lesley MacDonald SECONDED BY: Emily Lutz CARRIED

7.5 LBANS:

7.5.1 Report from the AVRL LBANS Representative:

There has been limited response to the Oct 5th letter; Janet Ness will follow up with the other boards.

MOTION: To accept all Committee Reports

MOVED BY: Paul Wear SECONDED BY: Lesley MacDonald CARRIED

8. Report from the Chief Executive Officer

8.1 Update from the CEO:

As per the written report.

8.2 Performance Indicators (Statistics):

As per the written report.

MOTION: To receive the CEO's Reports.

MOVED BY: Bruce Prout SECONDED BY: Emily Lutz CARRIED

9. New Business:

9.1 Evans Bequest: Plan for Reocognition

BY CONSENSUS

9.2 Finance Processes: Report from Grant Thornton – 5:30pm

9.2.1 Grant Thornton: Finance Function Options

9.2.2 Grant Thornton Letter

**MOTION: THAT the AVRL Board proceed with outsourcing the financial
processes of AVRL.**

MOVED: Emily Lutz SECONDED BY: Lesley MacDonald CARRIED

12. Next meeting:

The next meeting is scheduled for Thursday, February 15th, 2023, 5pm VIA ZOOM.

13. Adjournment

MOTION: To adjourn the meeting at 6:29pm.

MOVED BY: Gillian Yorke CARRIED