



Annapolis Valley Regional Library

Regular Board Meeting

Thursday, June 20, 2024

8:00 p.m. - 9:00 p.m.

In-Person Meeting

Minutes (DRAFT)

PRESENT: Jane Bustin, Jill Cox, Emily Lutz, Bruce Prout, Janet Ness, Paul Wear, Julia Merritt (CEO), Carin Cress (EA)

REGRETS: Laurie Murley, Gillian Yorke

1. Call to order

Janet Ness called the meeting to order at 7:48 pm.

2. Guests/Presentations: none

3. Approval of Agenda

Agenda circulated with the addition 7.3.4 by Julia Merritt to invest bequest from Mr. David Arthur Ritchie with Investia and the addition 9.2 by Janet Ness for the formation of investment subcommittee.

MOTION: To approve adjustments made to the agenda with the additions of 7.3.4 and 9.2.

MOVED BY: Jane Bustin **SECONDED BY:** Paul Wear **CARRIED**

4. Approval of Minutes of the Previous Meetings

4.1 Minutes from the April 18, 2024 hybrid meeting.

MOTION: To accept the minutes of April 18th, 2024 meeting as presented.

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

4.2 Minutes from the April 18, 2024 hybrid meeting in camera, made a change that Julia Merritt (CEO) was present at this meeting.

MOTION: To accept amended minutes of April 18th, 2024 in camera meeting with the correction of Julia Merritt (CEO) being in attendance.

MOVED BY: Emily Lutz SECONDED BY: Bruce Prout CARRIED

5. Correspondence and Communications

- 5.1 Received May 09/24 CCTH to AVRL.
 - 5.1.1 Letter included in package.
- 5.2 Sent: None

MOTION: To accept the correspondence received by CCTH.

MOVED BY: Paul Wear SECONDED BY: Jane Bustin CARRIED

6. Business Arising from the Previous Meeting:

- 6.1 Investment Subcommittee as addressed in 9.2 of the Agenda.

7. Committee Reports

7.1 Executive Committee, Janet Ness (Chair):

Janet Ness reported on the Executive Committee's June 06/24 meeting with J. Merritt. All business and updates are addressed in the CEO Report 8.1.

7.2 Human Resources Committee, Jill Cox:

No separate report.

7.3 Finance Committee, Julia Merritt (CEO):

7.3.1 Financial Statement - April 1, 2024 – May 31, 2024

All expenses are within budgeted ranges. Board-generated revenue is higher than estimated and current forecasting indicates a surplus.

7.3.2 Deferred Revenue Report

Report will be available after audit adjustments are made.

7.3.3. Investment Report

Report presented by Terry Miller, CPA CA, CFP (Investia Financial Services) at AGM, report is included in AGM package.

7.3.4 Report to Board

J. Merritt, Chief Executive Officer, presented the recommendation that the AVRL Board transfer the bequest from Mr. David Arthur Ritchie to the AVRL's investment accounts, as per recommendation from Investia Financial Services. (see attached).

7.4 Advocacy and Development Committee, Janet Ness:

No separate report.

7.5 LBANS:

No separate report.

MOTION: To accept Julia Merritt's suggestion to invest the bequest from Mr. David Arthur Ritchie to the AVRL investment account as per recommendation from Investia Financial Services.

MOVED BY: Jane Bustin SECONDED BY: Emily Lutz CARRIED

MOTION: To accept all Committee Reports.

MOVED BY: Jill Cox SECONDED BY: Emily Lutz CARRIED

8. Report from the Chief Executive Officer

8.1 Update from the CEO:

Operations Update

- Migration to MNP is going well.
- No major changes to staffing; did hire two qualified candidates for the Summer Reading Club program.
- Middleton will have some adjusted hours being implemented this summer.
- A vendor has been selected for the Annapolis Royal heat pump project. All parties involved are waiting for the final approval for the project.
- Conversations continue regarding security risks in Kentville branch as incidents are higher than previous years.
- AVRL and NSUPE Local 23 held their first Labour Management Committee meeting and will schedule joint training for all members. No issues to date with the collective agreement.

Strategic Items

- CORL's Salary Research Project is complete and will be presented June 21st/24 meeting for the Library Funding Review Committee.
- The Provincial Library Funding Review Committee met in April and May. The research has been reviewed on costs/levels of service for both collections and technology. Salary costs will be reviewed in June and will be discussed in person July 5th/24.
- Spring presentations at the councils for all municipalities has gone well so far with no major concerns regarding either Library's activities or its financial position/the funding review.
- David Piers has confirmed the community consultation process will be complete in Q3 2024.
- Kick off of Wolfville branch fundraising was a success with 3 sold out performances of Murder by the Book. The next phase will be focusing on large donors.

The reports are included in the package.

8.2 2023-24 Performance Indicators (Statistics):

Year-end numbers show mostly positive numbers in circulation of materials and public access to computers focusing on computer usage hours as well as wireless usage hours. The report is included in the package.

MOTION: To receive the CEO's Reports.

MOVED BY: Bruce Prout SECONDED BY: Emily Lutz CARRIED

9. New Business:

9.1 Requests from Annapolis Royal Friends of the Library regarding using some of the funds from the Evans Bequest for conducting some workshops. A subsequent inquiry made by the Friends regarding Director's Insurance and seeking coverage by the Library Boards policy.

9.1.1 Governance Proposal - Email 1. The Friends of the Annapolis Royal branch are requesting \$2000.00 from the Evans Bequest for Anne Melanson *Bloom for Non Profits* to conduct a one day workshop on Board Governance for the Annapolis Royal

Friends of the Library and any other interested Friends groups. Full request included in board package. (see attached)

9.1.2 Proposal – Nonprofit Consultant - Workshop for Nonprofit Organizational Improvements submitted by Heather Garner, Friends of the Library Annapolis Royal. (see attached)

9.1.3 Governance Workshop Proposal – Email 2 sent by Wilfred Allan, President Annapolis Royal Friends of the Library. (see attached)

9.1.4 AVRL Disbursement Policy was sent to the Friends of the Annapolis Royal branch for further clarification. Janet Ness needs to go over AVRL’s strategic plan regarding the Friends groups.

No motion made at this time.

9.2 Formation of Investment Subcommittee

Need for a committee to look at in depth review of investments liaising with financial advisor Terry Miller. This will be a working committee under the finance committee to give direction to the Board on how to receive bequests and what the framework will look like. The committee will consist of 2 Board members and 2 executive members. Bruce Prout not interested and will remove himself at this time.

Gillian Yorke will not be reoffering for the Board; need to reach out to Laurie Murley on her interest in the committee, if any.

Paul Wear, Emily Lutz and Janet Ness all showed interest being on the committee. The search will continue for a second Board member to sit on committee. Meetings will be set on availability of members.

MOTION: To form an Investment Subcommittee under the Finance Committee with the following members: Janet Ness as Chair, Emily Lutz as Treasurer, and Paul Wear as Board member.

MOVED BY: Bruce Prout SECONDED BY: Jill Cox CARRIED

10. Announcements from Board Members

Janet Ness

Suggests we have a look at Friends of the Library groups and making it more cohesive -- clear and concise regarding the Strategic Plan.

Paul Wear

Monthly presentations hosted by Annapolis Royal Friends of the Library group have been well attended.

11. Next meeting:

The next regular meeting is scheduled for Thursday, September 19, 2024 at 5:00pm In person.

12. Adjournment

MOTION: To adjourn the meeting at 8:55pm.

MOVED BY: Emily Lutz

Minutes prepared by Carin Cress
Executive Assistant to the CEO, Julia Merritt