



Annapolis Valley Regional Library
Regular Board Meeting
Thursday, September 19, 2024
5:00 p.m. - 7:00 p.m.
In-Person Meeting
HYBRID
Minutes

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

REGRETS: Laurie Murley, Gillian Yorke, Jane Bustin

1. Call to order

Janet Ness called the meeting to order at 5:00 pm.

2. Guests/Presentations: none

3. Approval of Agenda

Agenda had no additions.

MOTION: To accept 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 June 20th, 2024 in-person meeting.

MOTION: To accept the minutes of June 20th, 2024 meeting as presented.

MOVED BY: Emily Lutz **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 None

7. Committee Reports

7.1 Executive Committee, Janet Ness (Chair):

J. Ness reported on the Executive Committee's June 6, 2024 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, Emily Lutz (Chair):

7.3.1 Financial Statement - April 1, 2024 – July 30, 2024

J. Merritt reported all expenses are below expectations within total budgeted amounts. As of July 30, 2024, the budget is underspent by \$59,638.

Casual staffing expenses are higher to maintain branch and administration operations, as well as SamePage functionality.

7.3.2 Deferred Revenue Report - July 31, 2024

J. Merritt provided an update, noting that the Evans Estate (Bequest) is not current as of the latest statement. She also noted that there are leftover grant funds, and further discussion is needed on how to allocate them.

Plooto was mentioned in the report as a tool to streamline the approval process for checks over \$5k. E. Lutz requested additional details regarding Plooto's security and insurance.

J. Merritt will provide more information about Plooto at the next meeting; no motion is required at this time.

7.3.3. Investment Report August 24, 2024

Terry Miller, CPA CA, CFP (Investia Financial Services) attended the subcommittee meeting where a framework for meetings was discussed. J. Ness and J. Merritt will bring forth to the board meeting in November to address the next subcommittee meeting.

7.3.4 Investment Subcommittee Report

Notes included in the Board package.

7.4 Advocacy and Development Committee, Janet Ness:

No separate report.

7.5 LBANS:

J. Ness gave a verbal update, stating that LBANS is no longer operational and that the Registry of Joint Stocks has expired. There is \$84k remaining in the account, which still needs to be resolved; further details will follow.

MOTION: To accept all Committee Reports.

MOVED BY: Bruce Prout SECONDED BY: Jill Cox CARRIED

8. Report from the Chief Executive Officer

8.1 Update from the CEO:

J. Merritt provided an update, noting that no information has been received yet

regarding the new NSUPE Collective Agreement, which is set to expire on March 31, 2025.

- 8.2 2023-24 Performance Indicators (Statistics):
Report included in Board Package.

MOTION: To receive the CEO's Reports.

MOVED BY: Emily Lutz SECONDED BY: Bruce Prout CARRIED

9. New Business:

9.1 None

9.2 None

10. Announcements from Board Members

E. Lutz is running again for Councilor - District 7 in County of Kings.

B. Prout is running for Councilor – District 1 in County of Annapolis.

P. Wear moved from his municipality so he cannot run for AVRL Board member.

L. Murley is not running again.

11. Next meeting:

The next regular meeting is scheduled for

Thursday, November 21, 2024 at 5:00pm Regular Board Meeting in person with option of HYBRID

Thursday, February 20, 2025 Regular Board Meeting at 5pm via Zoom

12. Adjournment

MOTION: To adjourn the meeting at 6:12pm

MOVED BY: Jill Cox CARRIED