



Annapolis Valley Regional Library

Regular Board Meeting

Thursday, January 16, 2025

5:00 p.m. - 8:00 p.m.

In-Person Meeting

Minutes

PRESENT: Rob Baker, Jill Cox, Samantha Hamilton, Emily Lutz, Adele MacDonald, Janet Ness, Karie-Ann Parsons-Saltzman, Chrystal Remme, Ty Walsh

STAFF: Julia Merritt (CEO), Carin Cress (EA)

REGRETS: None

1. Call to order

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

2. Guests/Presentations: 7pm, Terry Miller, CPA CA, CFP (Investia Financial Services)

3. Approval of Agenda

There were no additions to the Agenda.

MOTION: To approve the agenda as circulated.

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

4. Approval of Minutes of the Previous Meeting

4.1 Minutes from the September 19th, 2024 in-person meeting.

MOTION: To accept the minutes of September 19th, 2024 meeting as presented.

MOVED BY: Karie-Ann Parsons-Saltzman **SECONDED BY:** Emily Lutz **CARRIED**

5. Correspondence and Communications

5.1 Received: None

5.2 Sent: January 09/25: AVRL to MCCTH

MOTION: To receive the correspondence to the Minister of CCTH.

MOVED BY: Ty Walsh **SECONDED BY:** Karie-Ann Parsons-Saltzman **CARRIED**

6. Business Arising from the Previous Meeting:

6.1 None; deferred until February meeting.

7. Board Orientation

See separate schedule in Board package.

Investments:

T. Miller (Investia Financial Services) provided a report to the new board members on AVR's invested funds. See separate report.

8. Committee Reports

8.1 Executive Committee, Janet Ness (Chair):

J. Ness reported the Executive Committee has not met since prior to the September Board meeting. No separate report.

8.2 Human Resources Committee, Jill Cox:

No separate report.

8.3 Finance Committee, Emily Lutz (Chair):

8.3.1 J. Merritt reported a small surplus for the 2023-2024 period due to gapping positions. For the 2024-2025 period, a deficit is expected as a result of a \$2.00 per hour wage increase since 2022.
Full report included in Board package.

8.3.2 Deferred Revenue Report – December 31, 2024

J. Merritt provided an update, noting that the current deferred revenue chart will be adjusted once a decision is made regarding these funds.

Full report included in Board package.

8.3.3. Investment Report August 24, 2024

Terry Miller, CPA CA, CFP from Investia Financial Services provided a report.
See separate report.

8.3.4 Investment Subcommittee Report

J. Ness reported that the subcommittee is seeking two individuals willing to commit to quarterly meetings. Interested members can be appointed during the February meeting.

8.4 LBANS:

No updates to report.

MOTION: To accept all Committee Reports.

MOVED BY: Ty Walsh SECONDED BY: Adele MacDonald CARRIED

9. Report from the Chief Executive Officer

9.1 Update from the CEO:

J. Merritt provided an update on AVRL's new Regional Branch Manager, who will be starting February 10th, 2025. Full report included in the Board package.

MOTION: To receive the CEO's Report.

MOVED BY: Karie-Ann Parsons-Saltzman

SECONDED BY: Jill Cox CARRIED

10. New Business:

None.

11. Announcements from Board Members

None.

12. Next meeting:

The next regular meeting is scheduled for:

Thursday, February 20th, 2025 Regular Board Meeting at 5:30pm via Zoom.

13. Adjournment

MOTION: To adjourn the meeting at 8:02pm.

MOVED BY: Ty Walsh CARRIED