



## **Annapolis Valley Regional Library**

### **Regular Board Meeting**

**Monday, April 17, 2025**

**5:30 p.m. - 8:30 p.m.**

**Hybrid: In-person, VIRTUAL via Zoom**

### **Minutes**

**PRESENT:** Janet Ness, Jill Cox, Adele MacDonald, Chrystal Remme, Emily Lutz, Beth Kaweck, Rob Baker

**ZOOM:** Karie-Ann Parsons-Saltzman

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

**GUESTS:** None

**REGRETS:** Ty Walsh

**1. Call to order**

J. Ness called the meeting to order at 5:33 pm.

**2. Approval of Agenda**

Move item number 11 to number 7.2 HR Committee Report.

**MOTION:** To approve moving item number 11 in camera: matters pertaining to an identifiable individual to number 7.2 HR Committee Report.

**MOVED BY:** Jill Cox      **SECONDED BY:** Chrystal Remme

**CARRIED**

**3. Approval of Minutes of the Previous Meeting**

3.1 Minutes from the March 17<sup>th</sup>, 2025 in-person meeting.

J. Cox wanted to clarify a change to the minutes: she has been designated as the vice chair of the Investment Subcommittee but will only be serving as a board member.

**MOTION:** To approve the minutes of March 17<sup>th</sup>, 2025 as amended.

**MOVED BY:** Chrystal Remme      **SECONDED BY:** Adele MacDonald

**CARRIED**

**4. Guests/Presentations:**

None

**5. Correspondence and Communications**

**5.1 Received:**

5.1.1 March 18<sup>th</sup>, 2025 CORL to NSPL

5.1.2 March 23<sup>rd</sup>, 2025 Regional Funding Municipalities

The Board agreed to revise the received date to March 27<sup>th</sup>, as that is the date all municipalities signed the letter.

5.1.3 March 27<sup>th</sup>, 2025 Town of Annapolis Royal to AVRL

**5.2 Sent:**

5.2.1 None

**MOTION:** To approve and accept the correspondence, with an amendment to the record for item 5.1.2, *March 23rd, 2025 – Regional Funding Municipalities*, to reflect March 27<sup>th</sup>, 2025 as the official date of receipt, aligning with the date all municipalities signed the letter.

**MOVED BY:** Jill Cox      **SECONDED BY:** Rob Baker  
**CARRIED**

**6. Business Arising from the Previous Meeting:**

None

**7. Committee Reports (Verbal)**

**7.1** Executive Committee, Janet Ness (Chair):

J. Ness reported that the last executive meeting was held on April 7<sup>th</sup>, 2025.

J. Merritt's evaluation is complete; results to be discussed in the in camera portion of the Human Resources Committee report.

**7.2** Human Resources Committee, Jill Cox:

**MOTION:** To move in camera.

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

**MOTION:** To move out of camera.

**MOVED BY:** Emily Lutz      **SECONDED BY:** Adele MacDonald  
**CARRIED**

**MOTION:** To continue using the CEO evaluation methodology from 2025 and in addition agree to adopt the proposed CEO salary grid as presented at the in-camera Board meeting on April 17<sup>th</sup>, 2025.

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

**MOTION:** That the CEO salary for 2025 be placed at Step 2 of the salary grid as presented.

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

**CARRIED**

7.3 Finance Committee, Emily Lutz (Chair):

7.3.1 Income Statement April 1<sup>st</sup>, 2024 – March 31<sup>st</sup>, 2025

J. Merritt reported that the Board may have a surplus of between \$50,000 and \$100,000 once the fiscal year-end numbers are finalized. Auditors are scheduled to arrive on April 28th, 2025.

7.3.2 Deferred Revenue report March 31<sup>st</sup>, 2025

J. Merritt presented a report, noting no substantial changes. The Food Security initiative is underway.

7.3.3. Investment Report

T. Miller from Investia provided a current statement (up to April 9th, 2025) of the library account, along with performance reports.

7.3.4 Investment Subcommittee Report

None. A meeting is scheduled for May 21st, 2025.

7.3.5 Draft 2025-26 Budget (Interim)

J. Merritt presented the draft 2025-26 budget. The attached budget represents an interim deficit of \$203,102.

7.4 LBANS:

J. Ness proposed that LBANS be removed from the agenda as a standing item. The Board unanimously agreed.

**MOTION:** To receive all Committee Reports (Verbal).

**MOVED BY:** Chrystal Remme      **SECONDED BY:** Jill Cox

**CARRIED**

**MOTION:** To approve the interim 2025–2026 budget as presented.

**MOVED BY:** Adele MacDonald      **SECONDED BY:** Emily Lutz

**CARRIED**

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

8.1 Update from the CEO:

J. Merritt presented the report.

8.2 Strategic Plan Next Steps:

J. Merritt presented the report.

**MOTION:** That the AVRL Board delegate the AVRL staff to complete a draft set of

strategic priorities for the review at the June 2025 Board meeting.

**MOVED BY:** Rob Baker      **SECONDED BY:** Chrystal Remme  
**CARRIED**

**8.3     Statistical Reports:**

8.3.1    AVRIL Performance Measures April 1, 2024 –March 31, 2025

J. Merritt presented the report.

**MOTION:        To receive the CEO Report as presented.**

**MOVED BY:    Chrystal Remme        SECONDED BY:        Emily Lutz**

**CARRIED**

**9.        New Business:**

9.1        Annapolis Royal – Capital Expenses and MOU

AVRL Board agreed by consensus to seek a legal opinion on the issue of the Evans bequest, within the context of the existing MOU between AVRL and the Town of Annapolis Royal, and any other legal or contractual obligations required of both parties.

9.2        Annapolis Royal Friends of the Library Request

The board reviewed the request from the Annapolis Royal Friends of the Libraries. Based on the staff report, the board determined that it will not be purchasing the TV/monitor.

The board agreed to add Friends of the Library to the strategic plan to have more clear intentions and clarity around responsibilities and structure.

9.3        Board Member Contact Info

J. Merritt advised that all board members will be asked for their contact information to update the CRA and file the Charitable Tax Return.

**10.       Announcements from Board Members**

None

**11.       In camera: matters pertaining to an identifiable individual**

This was discussed under 7.2 Human Resources Committee.

**12.       Next meeting:**

AGM and Regular Board Meeting - June 19, 2025 at 5:30pm

**13.       Adjournment**

**MOTION:        To adjourn the meeting at 8:12pm.**

**MOVED BY:    Jill Cox                    CARRIED**