



Annapolis Valley Regional Library

Regular Board Meeting

Monday, March 17, 2025

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

VIRTUAL; via Zoom

Minutes

PRESENT: Janet Ness, Rob Baker, Jill Cox, Adele MacDonald, Chrystal Remme, Ty Walsh, Beth Kawecki

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

GUESTS: None

REGRETS: Karie-Ann Parsons-Saltzman, Emily Lutz

1. Call to order

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

2. Approval of Agenda

There were no additions to the Agenda.

MOTION: To approve the agenda as circulated.

MOVED BY: Jill Cox **SECONDED BY:** Ty Walsh

CARRIED

3. Approval of Minutes of the Previous Meeting

3.1 Minutes from the January 16th, 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 February 20th, 2025 with the change to clarify Jill Cox's role on the Investment Subcommittee.

MOVED BY: Adele MacDonald **SECONDED BY:** Rob Baker

CARRIED

4. Guests/Presentations:

None

5. Correspondence and Communications

5.1 Received:

5.1.1 February 20th, 2025 CORL to CCTH

5.1.2 February 20th, 2025 CORL to CCTH

5.2 Sent:

5.2.1 None

MOTION: To approve and accept the correspondence.

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

CARRIED

6. Business Arising from the Previous Meeting:

It was a continuation of the agenda from the previous meeting.

7. Board Orientation

J. Merritt presented the board orientation package.

See separate schedule in Board package.

8. Committee Reports (Verbal)

8.1 Executive Committee, Janet Ness (Chair):

J. Ness reported that the last executive meeting was held on February 5th, 2025, with no substantial updates at this time. The performance appraisal and review of J. Merritt is ongoing, with further work to be completed.

8.2 Human Resources Committee, Jill Cox:

J. Ness reported that items are still being worked out with J. Cox and will be deferred to the April meeting.

8.3 Finance Committee, Emily Lutz (Chair):

8.3.1 Income Statement April 1st, 2024 – February 28th, 2025

J. Merritt presented a report indicating a potential zero deficit for 2024-25.

8.3.2 Deferred Revenue report January 31st, 2025

J. Merritt presented a report.

8.3.3 Investment Report

None

8.3.4 Investment Subcommittee Report

None

8.3.5 Budget 2025-26 Forecast

J. Merritt presented the budget 2025-26 forecasts.

Board action for the April meeting: Provide Julia with direction to prepare an interim budget with unchanged wages and increased expenditures.

8.4 LBANS:

J. Ness presented the report.

MOTION: To approve Committee Reports (Verbal).

MOVED BY: Chrystal Remme SECONDED BY: Jill Cox

CARRIED

9. Report from the Chief Executive Officer

9.1 Update from the CEO:

J. Merritt presented the report.

9.2 Moving Through Update:

J. Merritt presented the report.

9.3 IACLA Summary and Motion:

9.3.1 IACLA 2025 Plan for Board Approval

J. Ness urged the board to focus on the six sectors in the report. J. Merritt clarified that the accessibility plan applies only to new builds and major renovations, not existing spaces. No major revisions were made, and board approval is required.

MOTION: AVRIL to approve the IACLA 2025 Plan updates as presented.

MOVED BY: Rob Baker SECONDED BY: Chrystal Remme

CARRIED

9.4 Statistical Reports:

9.4.1 AVRIL Performance Measures Sept 2024 – January 2025

J. Merritt presented the report.

9.4.2 Same Page 2024 Overdrive Statistics

J. Merritt presented the report.

MOTION: To approve the Report from the CEO.

MOVED BY: Ty Walsh SECONDED BY: Chrystal Remme

CARRIED

10. New Business:

None

11. Announcements from Board Members

None

12. In camera: matters pertaining to an identifiable individual

None

13. Next meeting:

Regular Board Meeting - Thursday April 17, 2025 at 5:30pm
AGM and Regular Board Meeting - June 19, 2025 Time TBD

14. Adjournment

MOTION: To adjourn the meeting at 7:40pm.

MOVED BY: Jill Cox **CARRIED**