



## **Annapolis Valley Regional Library**

### **Regular Board Meeting**

**Thursday, June 19, 2025**

**5:30 pm - 8:30 pm**

**In-person**

**Minutes (DRAFT)**

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

**STAFF:** Julia Merritt (CEO), Carin Cress (EA), Beth Kaweck, Jai Soloy, Samantha Driscoll, Barbara Lipp, Julie Johnson

**1. Call to order**

J. Ness called the meeting to order at 6:40 pm.

**2. Approval of Agenda**

**MOTION:** To accept Agenda as presented.

**MOVED BY:** Chrystal Remme      **SECONDED BY:** Ty Walsh

**CARRIED**

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

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

**MOTION:** To approve the minutes of April 17<sup>th</sup>, 2025 in-person meeting.

**MOVED BY:** Karie-Ann Parsons-Saltzman      **SECONDED BY:** Chrystal Remme

**CARRIED**

**4. Guests/Presentations:**

None

**5. Correspondence and Communications**

5.1 None

5.2 None

**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 June 4<sup>th</sup>, 2025.

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

None

**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 presented the report, noting that repairs to the second van have been completed. It is now ready to be used for the Same Page shipping pilot.

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

J. Merritt presented a report, noting no substantial changes.

**7.3.3. Investment Report**

Included in the AGM package

**7.3.4 Investment Subcommittee Report**

None. The May 21<sup>st</sup>, 2025 meeting has been rescheduled for June 24<sup>th</sup>, 2025.

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

**MOVED BY: Ty Walsh      SECONDED BY: Chrystal Remme**

**CARRIED**

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

**8.1 Update from the CEO:**

J. Merritt presented the report.

**8.2 Statistical Reports:**

J. Merritt presented the report.

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

**MOVED BY: Karie-Ann Parsons-Saltzman      SECONDED BY: Adele MacDonald**

**CARRIED**

**9. New Business:**

**9.1 Draft Strategic Plan:**

J. Merritt presented the report. If approved, an operational plan will be brought to the Board in September 2025.

**MOTION: That AVRL Board adopt the 2025-2028 Strategic Plan as presented.**

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

**CARRIED**

9.2 Draft MOU for Town of Annapolis Royal and AVRl re: Innovation Lab:

J. Merritt presented the report and stated that the proposed MOU is for 2 years.

**MOTION:** To approve the draft MOU between AVRl and Town of Annapolis Royal for the Innovation Lab services as presented.

**MOVED BY:** Karie-Ann Parsons-Saltzman **SECONDED BY:** Jill Cox

**CARRIED**

9.3 Public Communications Plan:

J. Merritt presented the report, noting that due to limited government response and AVRl's financial constraints, staff recommends informing the public about the risk of further service cuts.

**MOTION:** That the AVRl Board delegate the CEO to prepare and deploy a public communications plan as needed for the remainder of 2025.

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

**CARRIED**

9.4 Board Contact Information:

J. Merritt collected the board's contact information required for updating the directors on AVRl's CRA account related to filing the charity tax return and the HST rebate.

**10. Announcements from Board Members**

None

**11. In camera: labour relations update (verbal)**

**MOTION:** To move in camera; 7:54 pm.

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

**CARRIED**

**MOTION:** To move out of camera; 8:20 pm.

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

**CARRIED**

**12. Next meeting(s):**

The next regular Board Meetings are scheduled for:

**Thursday September 18<sup>th</sup>, 2025; In-person at 5:30pm**

**Thursday November 20<sup>th</sup>, 2025; In-person at 5:30pm**

**13. Adjournment**

**MOTION:** To adjourn the meeting at 8:30 pm.

**MOVED BY:** Jill Cox