

# **WESTERN COUNTIES REGIONAL LIBRARY**

## **BOARD MEETING**

September 3, 2020

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, September 3, 2020 via Zoom.

Present were:

Warden Jimmy MacAlpine, Municipality of Digby  
Warden Danny Muise, Municipality of Argyle  
Councillor Shaun Hatfield, Municipality of Barrington  
Councillor Doris Townsend, Municipality of Shelburne  
Councillor Kent Balish, Town of Lockeport  
Councillor Nolan Young, Town of Shelburne  
Deputy Mayor Phil Mooney, Town of Yarmouth  
Maritza Adams, Admiral Digby Library & Historical Society  
Elizabeth Arenburg, Yarmouth Public Library & Museum  
Pamela Maher, Province of Nova Scotia  
Darryl Wiseman, Province of Nova Scotia  
Erin Comeau, Secretary-Treasurer

Regrets were received from Carl Deveau, Louann Link, Ben Cleveland, Pat Nickerson and Patti Durkee.

### **1. CALL TO ORDER**

The Board Chair, Jimmy MacAlpine, called the meeting to order at 2:07 p.m.

### **2. ADOPTION OF AGENDA**

There being no changes to the agenda, it was moved by Pamela Maher and seconded by Shaun Hatfield:

“THAT the agenda be approved as circulated.”

MOTION CARRIED

### **3. MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the June 18, 2020 meeting were circulated. It was moved by Phil Mooney and seconded by Danny Muise:

“THAT the minutes of the June 18, 2020 Board Meeting be approved as circulated.”

**MOTION CARRIED**

The minutes of the Email Voting meeting which took place from August 17-21, 2020 were circulated. It was moved by Danny Muise and seconded by Elizabeth Arenburg:

“THAT the minutes of the Email Voting meeting which took place from August 17-21, 2020 be approved as circulated.”

**MOTION CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES**

**4.1 2020-2021 Budget Review**

Erin Comeau noted that at the June 18, 2020 Board Meeting, it was the wish of the board members to review the 2020-2021 Budget, especially the Hardware/Software/Repairs line. All agreed that this line was ok.

Deputy Mayor Phil Mooney left the meeting at this point.

**5. CHAIR’S REPORT**

The Chair noted that he and Erin had taken part in the CUPE’s wage re-opener. This is the final year with the current contract.

Jimmy announced that he is not re-offering in the October Municipal elections, after being on council for 20 years, and 16 years on the WCRL Board. He mentioned that he has really enjoyed his time on the library board and thanked all past and present board members for all their hard work.

**6. DIRECTOR’S REPORT**

Erin noted that the Adopt-A-Book campaign will be held from September 8 until October 31, 2020. The campaign, which was to have begun April 1, had to be postponed due to COVID. She encouraged board members to adopt, either at their local branch or online. The goal is to have 750 books adopted and \$20,000 raised. Due to COVID, changes in the Headquarters space has to be rearranged to accommodate staff, especially the two new Management staff slated to begin this fall. In the very near future, a new library vehicle (van) will have to be purchased. It was moved by Nolan Young, seconded by Shaun Hatfield:

“THAT the Director’s Report be accepted as presented.”

**MOTION CARRIED**

## **7. REPORT OF THE PERSONNEL COMMITTEE**

Jimmy reported that the Personnel Committee met on August 25, 2020 to perform the Director's Performance Appraisal. The Committee felt that Erin does a very good job, and did very well during the COVID pandemic, all the while covering for the vacant Management positions. Jimmy would like to see the name Personnel Committee changed to something similar to HR & Governance Committee. He hopes the incoming Board Members will take this into consideration. It was moved by Darryl Wiseman, seconded by Danny Muise:

“THAT the Report of the Personnel Committee be accepted as presented.”

MOTION CARRIED

## **8. FINANCIAL STATEMENT**

The July 31, 2020 Financial Statement was circulated. It was moved by Danny Muise and seconded by Shaun Hatfield:

“THAT the July 31, 2020 Financial Statement be approved as presented.”

MOTION CARRIED

## **9. NEW BUSINESS**

### **9.1 Illness Policy – Review**

Erin mentioned that after discussing the COVID benefit with the union, it was felt that any COVID related absence should have its own separate policy. It was moved by Pamela Maher, seconded by Doris Townsend:

“THAT the Illness Policy be revised to remove any COVID-related absences.”

MOTION CARRIED

### **9.2 COVID Related Absences Policy – new**

A COVID Related Absences Policy was circulated. This policy was developed by the Labour Management Committee. It was moved by Elizabeth Arenburg and seconded by Doris Townsend:

“THAT the COVID Related Absences Policy be approved as circulated.”

MOTION CARRIED

### 9.3 Pandemic Policy – Review

A revised Pandemic Policy was circulated. On page 5, the word “Virus” will be removed. It was moved by Doris Townsend and seconded by Darryl Wiseman:

“THAT the revised Pandemic Policy be accepted, with the removal of the word “virus” on page 5.”

MOTION CARRIED

### 9.4 LBANS Representation

The minutes of the August 13, 2020 LBANS Executive Meeting were circulated. Doris Townsend indicated that her 1 year term is up in October and she will not return on the LBANS Executive Committee.

### 9.5 CORL Request to Province for COVID funding

A lengthy discussion was held on the fact that CORL made a request to the Province for COVID funding without seeking board input or approval for the ask. It was moved by Danny Muise and seconded by Doris Townsend:

“THAT the Board write to CORL expressing their concern over the request for funding made to Government without Board involvement.”

MOTION CARRIED

## 10. CORRESPONDENCE

There was no correspondence.

## 11. OTHER

None

## 12. AROUND THE TABLE

All members present wished to express their thanks to Jimmy MacAlpine for his many years of service to the WCRL Board, and wished him all the best as he takes his retirement from municipal politics.

Members also wished to thank Joanne Head, Deputy Director, for her many years as she retires in November.

Erin and her staff were thanked for all their work during COVID, and for keeping the branches safe during the re-opening.

**13. NEXT MEETING**

The next meeting will be held either late November or early December, after the October 2020 Municipal Elections, and after councils have appointed their committees.

**14. ADJOURNMENT**

On a motion from Danny Muise and Shaun Hatfield, the meeting adjourned at 3:36 p.m.