

WESTERN COUNTIES REGIONAL LIBRARY

BOARD MEETING

March 18, 2021

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, March 18, 2021 at 1:00 p.m. via Zoom.

Present were:

Councillor Shaun Hatfield, Chair, Municipality of Barrington
Councillor Kathy Bourque, Municipality of Argyle
Councillor Carl Deveau, Municipality of Clare
Councillor George Manzer, Municipality of Digby
Councillor Sherry Thorburn Irvine, Municipality of Shelburne
Councillor Patti Durkee, Municipality of Yarmouth
Councillor Louann Link, Town of Clark's Harbour
Councillor Kent Balish, Town of Lockeport
Councillor Elizabeth Acker, Town of Shelburne
Councillor Jim MacLeod, Town of Yarmouth
Maritza Adams, Admiral Digby Library & Historical Society
Vacant - Shelburne Library Building Association
Elizabeth Arenburg, Yarmouth Public Library & Museum
Vacant - Province of Nova Scotia
Darryl Wiseman, Province of Nova Scotia
Erin Comeau, Secretary-Treasurer

Regrets were received from Ben Cleveland, Bernie Nickerson and Pamela Maher.

1. CALL TO ORDER

The meeting was called the meeting to order at 1:00 p.m. by Chair, Shaun Hatfield.

2. ADOPTION OF AGENDA

There being no additions to the agenda, it was moved by Carl Deveau and seconded by Elizabeth Acker:

“THAT the agenda be approved as circulated.”

MOTION CARRIED

3. MINUTES OF THE PREVIOUS MEETINGS

The minutes of the December 10, 2020 meeting were circulated. It was moved by Kent Balish and seconded by Patti Durkee:

“THAT the minutes of the December 10, 2020 board meeting be approved as circulated.”

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

4.1 Appointment of a LBANS Representative

The Chair reported that former WCRL board member Doris Townsend continues to represent the library board on the LBANS Executive, and that she needed to be replaced by a current board member. It was moved by George Manzer and seconded by Patti Durkee:

“THAT Sherri Thorburn Irvine represent WCRL on the LBANS Executive Committee.”

MOTION CARRIED

4.2 Personnel Committee Change and Terms of Reference

Erin reported that she will provide draft terms of reference for the changes to the Personnel Committee at the June meeting.

5. CHAIR’S REPORT

Shaun Hatfield reported that he recently participated in a diversity training workshop for library board members and found it very informative. He also reported that thanks to an idea from Darryl Wiseman, a thank you card, individually written by Shaun, and a fruit basket was sent to each branch library as well as one to Headquarters’ staff and one to Management staff. He has since received notes of thanks from various branches. He then thanked Yvonne for arranging for the ordering, pickup and delivery of thank you cards and fruit baskets.

6. DIRECTOR’S REPORT

Erin Comeau reported that the library is still on track as per the Library Re-opening Roadmap, Phase 4. In-person programs resumed as well as limited partnership programs. Erin plans to meet with building owners next month to discuss community room rentals. Public Health measures remain the same. Once Headquarters’ renovations are complete, the search for a bilingual Program Services Manager will resume. Other areas of focus for Erin include the negotiations for a new collective agreement, review for CUPE employees job classifications, a new Strategic Plan and following that, a new brand and logo. Erin also reported that all staff and board members should have participated in a Diversity & Inclusion Awareness workshop by mid-September.

7. AUDIT, RISK AND FINANCE COMMITTEE REPORT

Darryl Wiseman, Chair of the ARF Committee, reported that the committee met prior to today's board meeting to discuss what to do with monetary donations when they are not specified. It was moved by Darryl Wiseman and seconded by Jim MacLeod:

"THAT all unspecified donations not required for the board to meet its annual fundraising goal of three per cent of its annual budget be placed into the Literacy Legacy Fund account to help the fund to continue to grow."

MOTION CARRIED

8. FINANCIAL STATEMENT

The January 31, 2021 Financial Statement was circulated. It was moved by Darryl Wiseman and seconded by Kent Balish:

"THAT the January 31, 2021 Financial Statement be approved as presented."

MOTION CARRIED

9. NEW BUSINESS

9.1 Policy – Recommendation for change

Erin Comeau presented a policy change request to change nomenclature from program (room) to community (room). It was moved by Kathy Bourque and seconded by Elizabeth Arenburg:

"THAT the change in nomenclature from program (room) to community (room) be approved."

MOTION CARRIED

9.2 Strategic Plan

Erin Comeau noted that the library's 5 year Strategic Plan expired in 2020. She asked whether she should budget to hire a facilitator in the 2021-2022 budget. It was moved by Elizabeth Acker and seconded by Carl Deveau:

"THAT the library budget in the 2021-2022 fiscal year to hire a facilitator to do a Strategic Plan."

MOTION CARRIED

9.3 Library logo & branding

Erin Comeau recommended that once a new Strategic Plan is developed and approved, the board look at refreshing the library's logo and branding. It was moved by Patti Durkee and seconded by George Manzer:

"THAT the library budget in the 2021-2022 fiscal year to refresh our logo and branding."

MOTION CARRIED

9.4 Municipal Funding

A lengthy discussion was held on the municipal contributions for 2021-2022. Erin noted that she is uncertain whether municipalities were given notice for their funding to libraries but she expects municipal funding to be the same as was in 2020-21. The new funding from municipalities will be needed in order for the library to meet living wage standards for all of its employees. It was moved by Patti Durkee and seconded by Jim MacLeod:

"THAT the board write to the Provincial Government insisting that municipalities adhere to the new funding formula."

MOTION CARRIED

It was moved by Sherry Thorburn Irvine and seconded by Carl Deveau:

"THAT the board write a letter to all municipal units asking that they consider contributing according to the new funding formula if they haven't yet been advised to."

MOTION CARRIED

It was moved by Darryl Wiseman and seconded by Sherry Thorburn Irvine:

"THAT the board write a letter to LBANS President, Alex Morrison asking LBANS to send a letter to the Provincial Government supporting municipal units paying libraries according to the new funding formula, and that all regions receive a copy of the letter."

MOTION CARRIED

9.5 Future of LBANS

Erin Comeau indicated that all library board members are part of LBANS and that each region has a representative on the LBANS Executive Committee. She will meet with Sherry Thorburn Irvine, the new LBANS Executive member, to discuss LBANS activities. After reviewing the February 17, 2021 LBANS meeting minutes, it was moved by Kent Balish and seconded by Carl Deveau:

"THAT a letter be sent to LBANS expressing WCRL's support for LBANS to continue, and that LBANS's By-Laws be revisited to ensure LBANS activities are aligned."

MOTION CARRIED

10. CORRESPONDENCE

The library received a notice from CUPE Local 2530 advising that the union intends to seek amendments to the Collective Agreement.

11. OTHER

No Other

12. AROUND THE TABLE

Kent Balish reported that the Town of Lockeport has been discussing accessibility, and the Lockeport Library is first on their list for review.

Darryl Wiseman and Sherry Thorburn Irvine thanked Shaun for doing a great job as Chair.

George Manzer indicated how nice it is to see the community rooms slowly re-opening for library programming. He also reported that he will be advocating for the new municipal contributions at the next meeting of the Municipality of Digby council.

Carl Deveau thanked board members for all their volunteer work. He also reported that he would know by the end of the day whether he would be running for the new MLA for the area.

13. NEXT MEETING

The next meetings - the AGM, the AGM of the Charitable Association and the regular quarterly board meeting - will be held on Thursday, June 17, 2021 at 1:00 p.m. via Zoom.

14. ADJOURNMENT

On a motion from Darryl Wiseman, the meeting adjourned at 2:35 p.m.