

WESTERN COUNTIES REGIONAL LIBRARY

BOARD MEETING

June 17, 2021

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, June 17, 2021 via Zoom.

Present were:

Councillor Shaun Hatfield, Chair, Municipality of Barrington
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
Mayor Ben Cleveland, Town of Digby
Councillor Kent Balish, Town of Lockeport
Councillor Elizabeth Acker, Town of Shelburne
Maritza Adams, Admiral Digby Library & Historical Society
Elizabeth Arenburg, Yarmouth Public Library & Museum
Patti Simpson, Province of Nova Scotia
Darryl Wiseman, Province of Nova Scotia
Erin Comeau, Secretary-Treasurer

Regrets were received from Kathy Bourque, Carl Deveau, Jim MacLeod and Bernie Nickerson.

1. CALL TO ORDER

The meeting was called the meeting to order at 2:20 p.m. by Chair, Shaun Hatfield.

2. ADOPTION OF AGENDA

There being no additions to the agenda, it was moved by Kent Balish and seconded by George Manzer

“THAT the agenda be approved as circulated.”

MOTION CARRIED

3. MINUTES OF THE PREVIOUS MEETINGS

The minutes of the March 18, 2021 meeting were circulated. It was moved by Ben Cleveland and seconded by Maritza Adams:

“THAT the minutes of the March 18, 2021 board meeting be approved as circulated.”

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

Erin explained that at the March 18, 2021 board meeting, two motions were made regarding municipal funding. On April 9, Chiefs received an email from the Lynn Somers, NSPL Executive Director, confirming that municipalities will provide funding under the new formula beginning with the 2022-23 fiscal year.

4.1 March 18 motion review – Letter to Provincial Government

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

“THAT the motion made on March 18, 2021 to write to the Provincial Government insisting that municipalities adhere to the new funding formula be rescinded.”

MOTION CARRIED

4.2 March 18 motion review – Letter to LBANS

It was moved by Elizabeth Acker and seconded by Darryl Wiseman:

“THAT the motion made on March 18, 2021 to 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letter to the Provincial Government supporting municipal units paying libraries according to the new funding formula be rescinded.”

MOTION CARRIED

5. CHAIR’S REPORT

Shaun Hatfield indicated that this will be the last board meeting that he is Board Chair, a position he said that he learned a lot from. He expressed his gratitude to Sherry Thorburn Irvine on accepting the position of Board Chair. He thanked board members for their patience and help during the past year, and especially to Erin, Yvonne and Darryl.

6. DIRECTOR’S REPORT

Erin Comeau reported that she and the other Chiefs met with Dr. Strang on Friday regarding the Province re-opening plan. She mentioned that WCRL’s re-opening plan had to be readjusted so that it matched the Province’s plan. One item she noted was that we can now stop quarantining returned library materials. A typo was noted in Erin’s circulated report and she said she would correct it. It was moved by Ben Cleveland and seconded by Patti Durkee:

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

MOTION CARRIED

7. AUDIT, RISK AND FINANCE COMMITTEE REPORT

Audit, Risk and Finance Committee Chair Darryl Wiseman reported that the ARF Committee met on April 22 with our Auditor to do a pre-audit consultation as well as a fraud interview. A review of funds and investments was also carried out

On May 18, the ARF Committee met with Danny Reid, Financial Investment Planner with the Royal Bank of Canada, to give an overview of mutual funds and GIC’s. As a result, 9 motions were passed by the ARF Committee for review and approval by the board. Documents with motions attached have been circulated.

Ben Cleveland declared a conflict of interest.

It was moved by Kent Balish and seconded by Sherry Thorburn Irvine:

“THAT the 9 motions made at the May 18, 2021 ARF Committee meeting be approved as presented.”

MOTION CARRIED with Ben Cleveland abstaining to vote.

On June 18, the ARF Committee met with our Auditor to review the 2020-21 Draft Audited Financial Statements as well as the 2021-22 Proposed Budget.

8. FINANCIAL STATEMENT

The April 30, 2021 Financial Statement was circulated. It was moved by George Manzer and seconded by Ben Cleveland:

“THAT the April 30, 2021 Financial Statement be approved as presented.”

MOTION CARRIED

9. NEW BUSINESS

9.1 Proposed 2021-22 Budget

The proposed 2021-22 budget was circulated. Erin indicated that we will be operating on the same revenue from the Province for the next 4 years. It was moved by Darryl Wiseman and seconded by Maritza Adams:

“THAT the proposed 2021-22 budget be approved as circulated.”

MOTION CARRIED

9.2 Extra Municipal Funding

Erin noted that letters of requests for additional funding were sent to municipal units in late March. She received many phone calls and emails from CAOs about this. The additional funding, if received, would go towards staff wages. Erin reported that to date, 5 municipal units will pay the extra, 3 municipal units said they would not pay, and she hasn't heard from 3 municipal units. After discussion, it was moved by Patti Durkee and seconded by George Manzer:

“THAT any extra municipal funding received be put towards staff salaries and benefits in the 2021-22 budget year as intended.”

MOTION CARRIED

Erin indicated that she would write thank you letters to municipalities.

9.3 Accessibility Framework

The Nova Scotia Public Libraries Joint Accessibility Framework document was circulated. It was moved by Darryl Wiseman and seconded by Kent Balish:

“THAT the Nova Scotia Public Libraries Joint Accessibility Framework document be approved as presented.”

MOTION CARRIED

10. CORRESPONDENCE

10. Email from Lynn Somers re Municipal Funding for Libraries update

11. OTHER

Erin reminded board members that a new Strategic Planning session would be scheduled for this fall. The plan was to look at refreshing the library's logo and branding after the strategic plan but the new logo is required for the new provincial library cards by mid-November. Erin will start looking for a consultant for logo redesign this summer.

12. AROUND THE TABLE

Darry Wiseman – he indicated this was his last board meeting as his 3 year term as Provincial representative expired mid-August. He thanked Erin and Yvonne for their support as well as Shaun and all board members for the great work they did for the library board. Shaun Hatfield thanked Darryl for his years on the board as well as his professional input on many matters. Kent Balish – he wished to thank everyone for a job well done.

Sherry Thorburn Irvine – she mentioned that at a recent Confederation of Municipalities conference, she attended a presentation by CUPE who noted the role libraries play across the country.

Patti Durkee – she thanked Sherry for taking on the role of Chair and thanked Shaun for the great work he did as Chair. She also thanked Erin and Yvonne for all their work. She feels honored to be on the library board.

Ben Cleveland – he feels libraries are important and that everyone was doing a great job.

George Manzer – he wished to thank all employees in the library branches for the great work they do.

Patti Simpson – she enjoyed attending her first board meeting and looks forward to the strategic planning session this fall.

Shaun Hatfield – he said he enjoyed being a chair the past year and wished to thank everyone for the great work they do.

13. NEXT MEETING

Thursday, September 23, 2021 at 1:00 p.m.

14. ADJOURNMENT

On a motion from Patti Durkee and Sherry Thorburn Irvine, the meeting adjourned at 3:30 p.m.