

WESTERN COUNTIES REGIONAL LIBRARY

BOARD MEETING

December 2, 2021

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, December 2, 2021 via Zoom.

Present were:

Councillor Sherry Thorburn Irvine, Chair, Municipality of Shelburne
Councillor Kathy Bourque, Municipality of Argyle
Councillor Shaun Hatfield, Municipality of Barrington
Councillor George Manzer, Municipality of Digby
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 Wade Cleveland, Town of Yarmouth
Patti Simpson, Province of Nova Scotia
Erin Comeau, Secretary-Treasurer

Regrets were received from Elizabeth Acker, Elizabeth Arenburg and Carl Deveau.

1. CALL TO ORDER

The meeting was called to order at 1:00 p.m. by Chair, Sherry Thorburn Irvine.

2. ADOPTION OF AGENDA

There was one addition to the agenda under New Business: Purchase of a New Vehicle. It was moved by George Manzer and seconded by Shaun Hatfield:

“THAT the agenda be approved with the one addition: Purchase of New Vehicle to New Business.”

MOTION CARRIED

3. MINUTES OF THE PREVIOUS MEETINGS

3.1 The minutes of the September 23, 2021 meeting were circulated. There being no errors or omissions, it was moved by Patti Durkee and seconded by Shaun Hatfield:

“THAT the minutes of the September 23, 2021 board meeting be approved as circulated.”

MOTION CARRIED

- 3.2 The Email vote minutes for Mandatory Vaccination of New Hires that took place from November 2-9, 2021 were circulated. It was moved by Patti Durkee and seconded by Shaun Hatfield:

“THAT the Email vote minutes for Mandatory Vaccination of New Hires from November 2-9, 2021 be approved as circulated.”

MOTION CARRIED

- 3.3 The Email vote minutes for Branding that took place from November 8-12, 2021 were circulated. It was moved by Patti Durkee and seconded by Shaun Hatfield

“THAT the Email vote minutes for Branding from November 8-12, 2021 be approved as circulated.”

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

4.1 Library Branch Services and Patron Use Update

Erin indicated that updates to the policy would be tabled until current pandemic restrictions are lifted.

4.2 Proof of Vaccination for New Employees

Erin reported that proof of vaccination for new employees will now be included in all new job postings, as well as the conditions of employment for new hires.

5. CHAIR’S REPORT

Chair Sherry Thorburn Irvine acknowledged the enormity of work done by staff as a result of COVID and all other aspects of library work. As a Board, she wished to continue the conversations to commit to the increase in municipal funding to libraries and for the board to commit to reviewing budgets in order to provide decent living wages.

6. LBANS REPRESENTATIVE REPORT

Sherry Thorburn Irvine reported that at the last LBANS meeting she attended, governance was discussed. The next meeting is scheduled for December 4 and the LBANS Executive will be working on a new Strategic Plan as well as updating the Bylaws. One item to be reviewed is a survey that was held of library boards and friends of the library. Library collections will also be discussed.

7. DIRECTOR'S REPORT

Erin reported that since she wrote her Director's Report, three Casual Clerks were hired. Staff attended a Stress Management seminar via Zoom. A new logo and branding was completed with a launch to take place mid-January alongside the launch of our new website. Goals & Objectives are on track. Erin noted that a new Strategic Plan was scheduled for development in the spring of 2022 but with everything else that is going on, members agreed to delay the development of a new Strategic Plan until the fall of 2022.

8. PERSONNEL COMMITTEE REPORT

Patti Durkee, Personnel Committee Chair, reported that the Personnel Committee held a meeting on November 18, 2021 to discuss the Mandatory Vaccination Policy. The other topic discussed was the review of the Management structure and to hire a Deputy Director. The Personnel Committee will meet this winter to discuss this topic and present their results at the next Board meeting.

9. FINANCIAL STATEMENT

The October 31, 2021 Financial Statement was circulated. It was moved by Ben Cleveland and seconded by Patti Durkee:

“THAT the October 31, 2021 Financial Statement be approved as presented.”

MOTION CARRIED

10. NEW BUSINESS

10.1 Mandatory COVID-19 Vaccination Policy

Erin reported that the Labor Management Committee met to discuss the draft Mandatory COVID-19 Vaccination Policy which was drafted by the Board Personnel Committee. Erin recommended that the deadline for all WCRL employees to be fully vaccinated be January 31, 2022. It was moved by Patti Durkee and seconded by Kent Balish:

“THAT the Mandatory COVID-19 Vaccination Policy be approved with the deadline to be fully vaccinated be January 31, 2022.”

MOTION CARRIED

10.2 Purchase of a New Vehicle

Erin advised the Board that the current 2015 Transit Connect will have to be replaced soon. She spoke to dealerships and there is a shortage of suitable vehicles on the lots. A discussion was held. It was moved by Patti Durkee and seconded by Wade Cleveland:

“THAT the Director tender for a new vehicle by invitation to dealerships in the tri-counties who can supply a vehicle suitable to the library’s needs, and that a vehicle be purchased at a cost of up to \$50,000.”

MOTION CARRIED

11. CORRESPONDENCE

No correspondence received.

12. OTHER

No other.

13. AROUND THE TABLE

No news to report.

14. NEXT MEETING

Thursday, March 17, 2021 at 1:00 p.m. via Zoom.

15. ADJOURNMENT

On a motion from Shaun Hatfield and Kent Balish, the meeting adjourned at 1:45 p.m.