

# **WESTERN COUNTIES REGIONAL LIBRARY**

## **BOARD MEETING**

May 14, 2020

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, May 14, 2020 – virtual via ZOOM.

Present were:

Warden Jimmy MacAlpine, Municipality of Digby  
Warden Danny Muise, Municipality of Argyle  
Councillor Shaun Hatfield, Municipality of Barrington  
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 Nolan Young, Town of Shelburne  
Deputy Mayor Phil Mooney, Town of Yarmouth  
Maritza Adams, Admiral Digby Library & Historical Society  
Patricia Nickerson, Shelburne Library Building Association  
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 and Doris Townsend.

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

The Chair called the meeting to order at 1:00 p.m. and welcomed all members to the virtual meeting via Zoom. He indicated that there was a new board member, Maritza Adams, representing the Admiral Digby Library & Historical Society. She replaces William Schrank. The Chair asked Erin Comeau to draft a thank you letter to Bill Schrank for his years on the library board.

The Chair then asked for a moment of silence to honor the memory of Jean Brittain, a library board member representing the Town of Digby, who passed away on April 11, 2020.

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

There being no changes to the agenda, it was moved by Ben Cleveland and seconded by Pat Nickerson:

“THAT the agenda be approved as circulated.”

**MOTION CARRIED**

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

The minutes of the previous meeting were circulated. It was moved by Patti Durkee and seconded by Darryl Wiseman

“THAT the minutes of the December 5, 2019 Board Meeting be approved as circulated.”

MOTION CARRIED

### **4. BUSINESS ARISING FROM THE MINUTES**

#### **4.1 Naloxone**

Erin indicated that at the December 5, 2019 Board Meeting, a discussion was held on liability issues if a library staff member were to administer Naloxone to a member of the public and that it turned out not to be an opioid overdose. Erin investigated and there are no liability issues as any actions to try to save a person’s life would be protected under Nova Scotia’s Good Samaritan Act. Regarding the purchase of Naloxone kits, it was agreed to put this on hold for the time being.

### **5. CHAIR’S REPORT**

Jimmy MacAlpine reported that since the last board meeting, he has been in contact with Erin regarding COVID-19 issues. He commended Erin and her staff on the way they are providing online services to patrons since libraries closed mid-March, especially with platforms such as Press Reader, which contain newspapers and magazines.

### **6. DIRECTOR’S REPORT**

Erin Comeau indicated that her report is a recap of how things have played out during the last 8 weeks since COVID-19, and the direction for moving forward with services. The Province has approved the extra funding to libraries beginning 2020-2021. Municipal contributions will not change from the 2019-2020 amounts. New costs associated with COVID-19 will be reflected in the 2020-2021 budget as sanitizing products are costly. The new Provincial money will help with the unpredicted increase in expenses.

### **7. LBANS REPRESENTATIVE REPORT**

The minutes of the January 25, 2020 LBANS Executive meeting that Doris Townsend attended were sent with the March 25, 2020 board meeting package, which was cancelled due to the COVID outbreak.

### **8. FINANCIAL STATEMENT**

The March 31, 2020 Financial Statement was circulated. Erin indicated that salaries were under-spent mainly because two management staff have not yet been replaced. Library Materials is slightly under because we were unable to receive the last few shipments of books in March. It was moved by Shaun Hatfield and seconded by Danny Muise:

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

MOTION CARRIED

## **9. NEW BUSINESS**

### **9.1 Pandemic Policy**

Erin indicated that at the March 25, 2020 Board Meeting, which was cancelled, she was going to present revisions to the current Pandemic Policy. But now that we are in the middle of a pandemic, she feels that the policy will have to be re-written after the pandemic is over to include sections on operation and recovery. She will present a revised Pandemic Policy at the fall board meeting.

### **9.2 Adopt-A-Book**

Erin indicated that the biennial Adopt-A-Book fundraising campaign that was to have started April 1, 2020 was put on hold during the closure. Board members agreed to continue with a modified campaign in the fall.

### **9.3 Book Donations**

Board members agreed to postpone accepting book donations until libraries re-open to the public and clerks are able to empty out the book drop on a regular basis. Book donations will resume once regular hours resume and clerks are comfortable with new COVID procedures.

### **9.4 Fines**

Erin indicated that the Board had previously approved to remove fines for overdue library materials, effective April 2021. With the current pandemic, the Alliance (all regional library boards except Halifax Public Libraries) would like to see the removal of fines as soon as possible. This will mean library staff handling less money, especially coins. It was moved by Pamela Maher and seconded by Ben Cleveland:

“THAT Western Counties Regional Library approve the removal of fines for overdue library materials.”

MOTION CARRIED

#### **9.4.1 Borrowing Policies**

Erin indicated that we presently have a 3-week loan period. A 4-week loan period is required to support Books by Mail service and Curb-Side Pickup using the current ILS. It was moved by Pat Nickerson and seconded by Danny Muise:

“THAT the 3-week loan period of library materials be changed to a 4-week loan period.”

MOTION CARRIED

#### 9.4.2 Fees for Lost or Damaged Materials

A revised Fees for Lost or Damaged Materials policy was circulated. It was moved by Ben Cleveland and seconded by Patti Durkee:

“THAT the revised Fees for Lost or Damaged Materials be approved as circulated.”

MOTION CARRIED

#### 9.4.3 Institutional Member

A revised Institutional Member policy was circulated. It was moved by Ben Cleveland and seconded by Nolan Young:

“THAT the revised Institutional Member policy be approved as circulated.”

MOTION CARRIED

#### 9.4.4 Special Needs Member

A revised Special Needs Member policy was circulated. It was moved by Pat Nickerson and seconded by Danny Muise:

“THAT the revised Special Needs Member policy be approved as circulated.”

MOTION CARRIED

#### 9.5 Vehicle Purchase

Erin reported that one of our library vehicles, a 2012 Transit Connect, needs to be replaced immediately. The 2015 Transit Connect is still ok for now. A second vehicle is required for Coordinators to travel for branch visits. Erin visited all dealerships in Yarmouth looking for a SUV with certain criteria. Two vehicles met most criteria and in the end, a Hyundai Santa Fe was selected for purchase approval. A long discussion followed on features and warranties. It was moved by Pat Nickerson and seconded by Kent Balish:

“THAT the purchase of the 2020 Hyundai Santa Fe with front-wheel drive be approved.”

MOTION CARRIED

It was moved by Danny Muise and seconded by Patti Durkee:

“THAT we purchase the extended warranty for the Hyundai Santa Fe.”

MOTION CARRIED

## 9.6 Library Reopening Roadmap

A Library Reopening Roadmap consisting of Phases was circulated prior to the meeting. Board approved Re-opening Roadmaps will need to be submitted to the Department of CCH for review. The Department may or may not provide comment or feedback. It was moved by Patti Durkee and seconded by Pat Nickerson:

“THAT the Library Reopening Roadmap be approved as presented.”

MOTION CARRIED

## 10. CORRESPONDENCE

There was no correspondence.

## 11. OTHER

There was no Other.

## 12. AROUND THE TABLE

Elizabeth Arenburg – asked where donated books went. Some are added to the Collection, some are sold, and others that cannot be sold are recycled.

Danny Muise – his municipality, as with all others, are operating on a limited office staff.

Ben Cleveland – thanked Erin and her staff for all the work being done.

Maritza Adams – the ADL&HS Executive met last week. The Curator of the Museum is only working part-time during the pandemic. A summer student will be hired to work at the Museum.

Phil Mooney – thanked Erin and her staff for all the work being done. He will be discussing with his council about donating more towards the Adopt-A-Book campaign, since many grants will not be allocated this summer due to many festivities being cancelled.

Darryl Wiseman – congratulated Erin and her team on a job well done during the pandemic.

Pamela Maher – thanked Erin and her staff for a job well done.

Nolan Young – thanked the WCRL staff for all their hard work.

Pat Nickerson – felt we had the best staff – a big thank you to all

Patti Durkee – thanked Erin for all the detailed reports

Shaun Hatfield – thanked the staff and stated that he missed the library being open.

Kent Balish – thanked the board and staff for all their hard work. He hopes the libraries will open soon.

Jimmy MacAlpine – thanked Erin and her staff in finding ways to keep the library operational. He felt Erin's leadership skills were excellent.

### **13. NEXT MEETING**

The next meeting is the Annual General Meeting, as well as the Annual General Meeting of the Charitable Association, followed by the regular quarterly Board Meeting. All meetings will begin a 1:00 p.m. on Thursday, June 18, 2020.

An Audit, Risk and Finance Committee meeting will be held late May or early June, as soon as the Auditors can provide a draft Financial Statement.

### **14. ADJOURNMENT**

On a motion from Phil Mooney and Kent Balish, the meeting adjourned at 2:30 p.m.