

# **WESTERN COUNTIES REGIONAL LIBRARY**

## **BOARD MEETING**

June 16, 2022

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, June 16, 2022 in the Community Room of the Izaak Walton Killam Memorial Library building.

Present were:

Councillor Sherry Thorburn Irvine, Chair, Municipality of Shelburne  
Councillor Carl Deveau, Municipality of Clare  
Councillor George Manzer, Municipality of Digby  
Councillor Patti Durkee, Municipality of Yarmouth  
Mayor Ben Cleveland, Town of Digby  
Councillor Wade Cleveland, Town of Yarmouth  
Vacant - Admiral Digby Library & Historical Society  
Vacant - Shelburne Library Building Association  
Ellen Burton, Yarmouth Public Library & Museum  
Patti Simpson, Province of Nova Scotia  
Vacant - Province of Nova Scotia  
Erin Comeau, Secretary-Treasurer

Regrets were received from Kathy Bourque, Shaun Hatfield, Louann Link, Kent Balish and Elizabeth Acker.

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

The Board Chair, Sherry Thorburn Irvine, called the meeting to order at 2:23 p.m. She welcomed Ellen Burton to the board and indicated that Ellen was representing the Yarmouth Public Library & Museum.

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

It was moved by Patti Durkee and seconded by George Manzer:

“THAT the agenda be approved as presented.”

**MOTION CARRIED**

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

- 3.1 The minutes of the March 17, 2022 meeting were circulated. There being no errors or omissions, it was moved by Ben Cleveland and seconded by Patti Simpson:  
“THAT the minutes of the March 17, 2022 board meeting be approved as circulated.”

MOTION CARRIED

- 3.2 The minutes of the Email vote April 4, 2022 were circulated. There being no errors or omissions, it was moved by Patti Durkee and seconded by Wade Cleveland:

“THAT the minutes of the Email vote April 4, 2022 be approved as circulated.”

MOTION CARRIED

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

None

### **5. CHAIR’S REPORT**

The Chair mentioned that she had attended various library committee meetings. She also hoped to complete visiting all branches in the region.

### **6. LBANS REPRESENTATIVE REPORT**

Sherri indicated that the next Library Boards Association of Nova Scotia meeting is Saturday June 18. LBANS has updated their Strategic Plan, will be participating in the upcoming NSLA Conference, is continuing to promote literacy, is connecting with Communities, Culture, Heritage and Tourism, and that the LBANS President recently met with CORL.

### **7. DIRECTOR’S REPORT**

Erin indicated that she had circulated her report. She noted that in the Third Quarter Activities, she would like to see the strategic planning process delayed because the operational review has to be completed first. It was moved by Patti Durkee and seconded by Carl Deveau:

“THAT the Director’s report be accepted as circulated.”

MOTION CARRIED

## **8. FINANCIAL STATEMENT**

The May 31, 2022 Financial Statement was circulated. It was moved by Wade Cleveland and seconded by Patti Simpson:

“THAT the May 31, 2022 Financial Statement be approved as presented.”

MOTION CARRIED

## **9. PERSONNEL COMMITTEE REPORT**

Personnel Committee Chair, Patti Durkee, indicated that the Personnel Committee met on June 1<sup>st</sup> to discuss the following:

### **9.2 Confidentiality Agreement**

A new Confidentiality Agreement was circulated. It was moved by Patti Durkee and seconded by Ben Cleveland:

“THAT the Confidentiality Agreement be accepted as presented.”

MOTION CARRIED

### **9.2 Nepotism Policy**

A revised Nepotism Policy was circulated. It was moved by Patti Durkee and seconded by George Manzer:

“THAT the Nepotism Policy be accepted as presented.”

MOTION CARRIED

### **9.3 Management Policy Revisions (Section 6)**

Section 6 of the Management Policy Revisions was circulated. It was moved by Patti Durkee and seconded by Carl Deveau:

“THAT the Management Policy Revisions, Section 6, be accepted as presented.”

MOTION CARRIED

## **9. NEGOTIATIONS COMMITTEE REPORT**

Negotiations Committee member Ben Cleveland indicated that the Negotiations Committee and the Union have successfully negotiated a new 3 year union contract retroactive April 1, 2021.

## **11. AUDIT RISK AND FINANCE REPORT**

Audit, Risk and Finance Committee member Ben Cleveland indicated that the Audit, Risk and Finance Committee met on April 21 with the Auditor, and again on June 9 to meet with the Auditor as well as to discuss the 2022-2023 Budget and the staff health benefit plan.

### **11.1 Budget Proposal**

A Proposed 2022-2023 Budget was presented to the Board. It was moved by Ben Cleveland and seconded by Wade Cleveland:

“THAT the Proposed Budget for 2022-2023 be accepted as presented.”

**MOTION CARRIED**

A discussion was held on the staff health benefit plan and rising costs. It was moved by Ben Cleveland and seconded by Patti Durkee:

“THAT an Ad-Hoc Committee be created to review the rising costs of the staff health benefit plan.”

**MOTION CARRIED**

A discussion was held on staff attraction and retention and the rising costs of health benefits to both the staff and the board while the board reviewed health benefits plans. It was moved by Ben Cleveland and seconded by Patti Simpson:

“THAT the Board increase their cost-sharing of health benefits by 10% for 2022-2023 and 2023-2024.”

**MOTION CARRIED**

## **12. NEW BUSINESS**

### **12.1 Wireless Access Policy**

A revised Wireless Access Policy was circulated. It was moved by Wade Cleveland and seconded by Carl Deveau:

“THAT the Wireless Access Policy be accepted as presented.”

**MOTION CARRIED**

### **12.2 Access For All Policy**

A revised Access For All Policy was circulated. It was moved by Patti Durkee and seconded by Wade Cleveland:

“THAT the Access For All Policy be accepted as presented.”

MOTION CARRIED

**13. CORRESPONDENCE**

None

**14. OTHER**

None

**15. AROUND THE TABLE**

Patti Durkee wished to thank everyone involved in negotiations as well as the Personnel Committee for all the work done.

**16. NEXT MEETING**

Thursday, September 15 at 1:00 p.m. in the Community Room of the Izaak Walton Killam Memorial Library building.

**17. ADJOURNMENT**

On a motion from Wade Cleveland, the meeting adjourned at 2:44 p.m.