

# Western Counties Regional Library

## Board Meeting

September 15, 2022

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, September 15, 2022 in the Community Room of the Izaak Walton Killam Memorial Library building.

Present in person were:

Councillor Sherry Thorburn Irvine, Chair, Municipality of Shelburne  
Mayor Ben Cleveland, Town of Digby  
Ellen Burton, Yarmouth Public Library & Museum  
Erin Comeau, Secretary-Treasurer

Present via Zoom were:

Councillor Kathy Bourque, Municipality of Argyle  
Councillor Shaun Hatfield, Municipality of Barrington  
Councillor Patti Durkee, Municipality of Yarmouth  
Councillor Kent Balish, Town of Lockeport  
Deputy Mayor Elizabeth Acker, Town of Shelburne  
Councillor Wade Cleveland, Town of Yarmouth  
Patti Simpson, Province of Nova Scotia

Vacant - Admiral Digby Library & Historical Society  
Vacant - Shelburne Library Building Association  
Vacant - Province of Nova Scotia

Regrets were received from: Carl Deveau, Louann Link and George Manzer

### 1. **Call to Order**

The Board Chair, Sherry Thorburn Irvine, called the meeting to order at 1:02 p.m.

### 2. **Adoption of Agenda**

It was moved by Ben Cleveland and seconded by Ellen Burton:

“That the agenda be approved as presented.”

Motion carried

### **3. Minutes of the Previous Meetings**

- 3.1 The minutes of the June 16, 2022 meeting were circulated. There being no errors or omissions, it was moved by Patti Durkee and seconded by Ben Cleveland:

“That the minutes of the June 16, 2022 board meeting be approved as circulated.”

Motion carried

- 3.2 The minutes of the Email vote July 18, 2022 were circulated. There being no errors or omissions, it was moved by Patti Simpson and seconded by Elizabeth Acker:

“That the minutes of the Email vote July 18, 2022 be approved as circulated.”

Motion carried

- 3.3 The minutes of the Email vote July 25, 2022 were circulated. There being no errors or omissions, it was moved by Ben Cleveland and seconded by Ellen Burton:

“That the minutes of the Email vote July 25, 2022 be approved as circulated.”

Motion carried

### **4. Business Arising from the Minutes**

None

### **5. Chair’s Report**

Sherry Thorburn Irvine reported that the Union negotiations were successful and the wage-re-opener documents were just signed. She submitted her Chair’s Report for the 2021-2022 Annual Report. She commended all staff for their hard work during the past year.

### **6. LBANS Representative Report**

Sherri Thorburn Irvine indicated that as the library’s LBANS representative, she will be attending the October 14-16, 2022 NSLA Conference being held in Sydney, NS. She noted that LBANS is funding part of the conference.

### **7. Director’s Report**

Erin Comeau indicated that she had previously submitted her Director’s Report but wished to note that since SamePage began, WCRL is now providing barrier free access to library materials to approximately 60 branches in the province. This has resulted in a significant increase in volume of books being shipped to other regions. The priority this year is to re-organize workflow

in Headquarters to support this volume long term. No new projects will be introduced until Management and HQ staff have had a chance to clear the backlog of books that need to be processed. The Adopt-a-Book fundraising campaign is beginning its 2 month campaign on October 1<sup>st</sup> and Erin is hoping that all board members will adopt a book. It was moved by Wade Cleveland and seconded by Kathy Bourque:

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

Motion carried

## **8. Financial Statement**

The August 31, 2022 Financial Statement was circulated. It was moved by Ben Cleveland and seconded by Kathy Bourque:

“That the August 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 virtually on July 13<sup>th</sup> but without a quorum. The members present at the meeting briefly discussed the draft changes to the COVID Absence policy and the Illness policy before sending them to the board for approval.

## **10. Negotiations Committee Report**

### **10.1 Wage Re-opener**

Board Chair Sherry Thorburn Irvine indicated that the Union wage re-opener was held during the summer and gave credit to Erin for the way she explained to the union representatives that the library has fixed revenues from the Government therefore the board is limited as to how much it can offer. A joint committee will be formed to review the staff health benefits plan.

## **11. Audit Risk and Finance Committee Report**

### **11.1 Appointment of Auditors**

Audit Risk and Finance Committee Chair Kathy Bourque noted that a Report for Proposal was sent out to local companies in the tri counties for auditor services for a 3 year period beginning 2022-23. Only one proposal was received and it was from White Perkins Associates Chartered Professional Accountants. It was moved by Kathy Bourque and seconded by Patti Durkee:

“That the board hire White Perkins Associates Chartered Professional Accountants Inc. for a 3 year term (2022-23, 2023-24 and 2024-25) to provide external auditing services for Western Counties Regional Library and Western Counties Regional Library Charitable Association.”

Motion carried

## **12. New Business**

### 12.1 External Request to Rename the Westport Branch Library

As noted in her Director’s Report, Erin Comeau received a request to rename the Westport Branch Library. After discussion, it was moved by Ben Cleveland and seconded by Ellen Burton:

“That Board postpone decisions regarding the naming or renaming of libraries until a Naming Policy has been developed.”

Motion carried

### 12.2 Library Delivery Vehicle

Erin mentioned that the February 2022 order for a new Transit Connect has been cancelled by the manufacturer. After discussion, it was moved by Ben Cleveland and seconded by Kathy Bourque:

“That Erin Comeau have the authority to spend an extra \$5,000 from the Library Development Fund to cover the extra cost associated with purchasing a 2023 vehicle.”

Motion carried

### 12.3 Annual Report

The 2021-2022 Annual Report was circulated. It was moved by Elizabeth Acker and seconded by Wade Cleveland:

“That the 2021-2022 Annual Report be approved as presented.”

Motion carried

### 12.4 Committee to review Health Benefits Plan

Ben Cleveland asked for volunteers board members to help review the Health Benefits Plan. Patti Simpson and Ellen Burton both agreed to be part of this ad-hoc committee.

## 12.5 Revision LLF and Library Materials Budget lines

Erin Comeau noted that when the 2022-23 Budget was approved by the Board on June 16, 2022, the Literacy Legacy Fund figures had not been calculated.

It was moved by Kathy Bourque and seconded by Ellen Burton:

“That the LLF Revenue line be changed to \$270, and not \$1,000, and that the Library Materials Expenditures line be changed to \$176,746, and not \$177,747.”

Motion carried

## 13. Correspondence

None

## 14. Other

None

## 15. Around the Table

None

## 16. Next Meeting

Thursday, December 8, 2022 at 1:00 p.m. in the Community Room of the Izaak Walton Killam Memorial Library building.

## 17. Adjournment

The meeting adjourned at 1:45 p.m.