

# Western Counties Regional Library

## Board Meeting

March 16, 2023

The regular quarterly board meeting of the Western Counties Regional Library Board was held on Thursday, March 16, 2023 in the Community Room of the IWK Memorial Library building.

### Present in person:

Councillor Sherry Thorburn Irvine, Chair, Municipality of Shelburne  
Councillor Kathy Bourque, Municipality of Argyle  
Councillor Carl Deveau, Municipality of Clare  
Councillor Elizabeth Acker, Town of Shelburne  
Councillor Wade Cleveland, Town of Yarmouth  
Erin Comeau, Secretary-Treasurer

### Present via Zoom:

Councillor George Manzer, Municipality of Digby  
Councillor Patti Durkee, Municipality of Yarmouth  
Councillor Kent Balish, Town of Lockeport  
Patti Simpson, Province of Nova Scotia

### Regrets received:

Councillor Shaun Hatfield, Municipality of Barrington  
Mayor Ben Cleveland, Town of Digby  
Ellen Burton, Yarmouth Public Library & Museum

### Absent:

Louann Link – Town of Clark's Harbour

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

## 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 Carl Deveau and seconded by Wade Cleveland:

“That the agenda be approved as presented.”

Motion carried

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

3.1 The minutes of the December 8, 2022 meeting were circulated. There being no errors or omissions, it was moved by Elizabeth Acker and seconded by Kathy Bourque:

“That the minutes of the December 8, 2022 board meeting be approved as circulated.”

Motion carried

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

None

## **5. Chair’s Report**

Sherry Thorburne Irvine reported that she and Elizabeth Acker attended the core library services vision presentation. Sherry is looking forward to the next steps that will be presented. Wage equity was identified as a priority.

## **6. LBANS Representative Report**

Sherry Thorburne Irvine reported that an LBANS meeting was held via Zoom on January 28. LBANS would like to launch an advocacy campaign. An RFP will be submitted to obtain an organization to run the advocacy campaign. Partners will be LBANS, CORL and NSPL.

## **7. Director’s Report**

Erin Comeau reported on the region’s projects. She also gave an interim report on the year’s Goals and Objectives. The Health Benefits Working Group Terms of Reference were circulated and discussed.

The board’s ad hoc committee will also help to review health plan options. Sherry asked Erin to bring the issue of rising health benefits costs to CORL as an equity issue. Employee benefits should be considered as part of the funding review.

Sherry asked if there was a reporting mechanism for provincial appointee. Patti Simpson was not aware of any reporting structure and will investigate further.

Board members agreed to postpone the development of a new strategic plan until the funding review is complete.

It was moved by Wade Cleveland and seconded by Carl Deveau:

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

Motion carried

## **8. Financial Statement**

The February 28, 2023 Financial Statement was circulated. Erin reported that the library is on track with its spending. Unless something unforeseen happens, the library will not need to draw from its reserve account to fund the extra 10% health benefits for staff this year.

It was moved by Kathy Bourque and seconded by Patti Durkee:

“That the February 28, 2023 Financial Statement be approved as presented.”

Motion carried

## **9. Health Benefits Sub-Committee Report**

The committee has not met since their first meeting in December. Ben Cleveland is investigating whether the library is eligible to join municipal plans. Ben will follow up with Erin and the committee once he receives information. The staff Health Benefits Working group is also researching options.

## **10. New Business**

### **10.1 Core Services Presentation Discussion**

Board members emphasized the importance of involving the municipalities in the funding review. The province should consider library building maintenance and operations costs as part of the municipal contributions towards library service.

### **10.2 By-Laws**

The draft amendments to the by-laws were circulated prior to the meeting. It was moved by Elizabeth Acker and seconded by Carl Deveau:

“That the board accept the amendments as submitted.”

Motion carried

### 10.3 Land Acknowledgement Discussion

Management would like to see the library develop a land acknowledgement that includes a commitment to reconciliation with the library's commitment being that of continued education through the development of its programs, collections and services. Erin asked for support from the board to proceed with drafting a land acknowledgement along with guidelines for when, how and why the acknowledgement would be made. Staff education surrounding land acknowledgements and treaty education is also required.

Board members appreciate and support this approach. Management will draft land acknowledgements and present them for board approval at the board meeting in June.

### Policies Review

#### 10.4 Staff Use of Library Materials and Equipment

The Staff Use of Library Materials and Equipment was circulated. It was moved by Kathy Bourque and seconded by George Manzer:

“That the board accept the changes to the policy as submitted.”

Motion carried

#### 10.5 Adverse Weather Conditions

The Adverse Weather Conditions was circulated. It was moved by Patti Durkee and seconded by Patti Simpson:

“That the board accept the changes to the policy as submitted.”

Motion carried

#### 10.6 Art Exhibit Policy and Form

The Art Exhibit Policy and Form was circulated. It was moved by Carl Deveau and seconded by George Manzer:

“That the board accept the changes to the policy as submitted.”

Motion carried

#### 10.7 Materials Donations Policy and Form

The Materials Donations Policy and Form was circulated. It was moved by Elizabeth Acker and seconded by Kathy Bourque:

“That the board accept the changes to the policy as submitted.”

Motion carried

## 10.8 Naming of Library Branches and Buildings

The Naming of Library Branches and Buildings was circulated. It was moved by Wade Cleveland and seconded by George Manzer:

“That the Board approve the Naming of Library Branches and Building as submitted.”

Motion carried

## 11. Correspondence

No official correspondence received.

## 12. Other

N/A

## 13. Around the Table

N/A

## 14. Next Meetings

The Annual General Meeting, followed by the Annual General Meeting of the Charitable Association, followed by the Regular Board Meeting will be held on Thursday, June 15, 2023 at 1:00 p.m. in the Community Room of the Izaak Walton Killam Memorial Library building.

## 15. Adjournment

The meeting adjourned at 2:23 p.m.