

Western Counties Regional Library

Board Meeting

June 15, 2023

The regular quarterly board meeting of the Western Counties Regional Library Board was held on Thursday, June 15, 2023 in the Community Room of the IWK Memorial Library building.

Present:

Councillor Sherry Thorburn Irvine, Chair, Municipality of Shelburne
Councillor Kathy Bourque, Municipality of Argyle
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 Elizabeth Acker, Town of Shelburne
Ellen Burton, Yarmouth Public Library & Museum
Patti Simpson, Province of Nova Scotia
Erin Comeau, Secretary-Treasurer

Regrets:

Shaun Hatfield, Carl Deveau, Wade Cleveland

Absent:

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 2:22 p.m.

2. **Adoption of Agenda**

It was moved by Patti Durkee and seconded by Kent Balish:

“That the agenda be approved as circulated.”

Motion carried

3. Minutes of the Previous Meetings

- 3.1 The minutes of the March 16, 2023 meeting were circulated. There being no errors or omissions, it was moved by George Manzer and seconded by Ben Cleveland:

“That the minutes of the March 16, 2023 board meeting be approved as circulated.”

Motion carried

4. Business Arising from the Minutes

- 4.1 Land acknowledgement

Erin Comeau reported that due to her heavy workload this spring, she has not had time to give her full attention to a draft Land acknowledgement but that she would present one at the September board meeting.

5. Chair’s Report

Sherry Thorburn Irvine discussed the recent fires.

It was moved by Kathy Bourque and seconded by Louann Link:

“That libraries continue to provide a safe and important space for our borrowers and our communities.”

Motion carried

6. LBANS Representative Report

Sherry Thorburn Irvine reported that she recently attended a LBANS Executive Committee meeting in Truro, and the group will be meeting again in September. It was moved by Patti Simpson and seconded by Louann Link:

“That the LBANS Representative Report be accepted as presented.”

Motion carried

7. Director’s Report

The Director’s Report was circulated. It was moved by Elizabeth Acker and seconded by George Manzer:

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

Motion carried

8. Financial Statement

The May 31, 2023 Financial Statement was circulated. It was moved by Kathy Bourque and seconded by Kent Balish:

“That the May 31, 2023 Financial Statement be approved as circulated.”

Motion carried

9. Audit, Risk and Finance Committee

Audit, Risk and Finance Committee Chair, Kathy Bourque, reported that the Audit, Risk and Finance Committee met on June 1, 2023 where Andrew Perkins presented the Financial Statements. The 2023-2024 Draft Budget was also reviewed.

9.1 Proposed Budget and Explanations

Erin Comeau discussed the issues she has had in trying to purchase a new delivery vehicle and indicated that we would be keeping all 3 of our library vehicles until a new one is received.

A discussion was held on asking councils, as well as other organizations, to write to the Province asking for more funds for libraries.

It was moved by Elizabeth Acker and seconded by Ben Cleveland:

“That the 2023-2024 Budget be accepted as circulated.”

Motion carried

10. New Business

10.1 Needs Analysis for Provincial Library Funding Formula – request for approval and comments

The Needs Analysis for Provincial Library Funding Formula was circulated. It was moved by Elizabeth Acker and seconded by George Manzer:

“That the Needs Analysis for Provincial Library Funding Formula be accepted as circulated.”

Motion carried

10.2 COVID Related Absences policy – request to rescind

The COVID Related Absences policy was circulated. It was moved by Patti Simpson and seconded by Kathy Bourque:

“That the Board approve the request to rescind the COVID Related Absences policy.”

Motion carried

10.3 Illness policy – request to rescind

The Illness policy was circulated. It was moved by Patti Simpson and seconded by Kathy Bourque:

“That the Board approve the request to rescind the Illness policy.”

Motion carried

10.4 Spending and Expenses policy – request to approve

The Spending and Expenses policy was circulated. It was moved by Ben Cleveland and seconded by Louann Link:

“That the Board approve the request to approve the Spending and Expenses policy.”

Motion carried

10.5 Programming policy – request to approve

The Programming policy was circulated. It was moved by George Manzer and seconded by Kathy Bourque:

“That the Board approve the request to approve the Programming policy.”

Motion carried

10.6 Book Launch Policy and Form – request to rescind

The Book Launch Policy and Form was circulated. It was moved by Kathy Bourque and seconded by Patti Simpson:

“That the Board approve the request to rescind the Book Launch Policy and Form.”

Motion carried

11. Correspondence

No official correspondence received.

12. Other

N/A

13. Around the Table

N/A

14. Next Meeting

The next regular quarterly Board Meeting will be held on Thursday, September 28, 2023 at 1:00 p.m. in the Community Room of the Izaak Walton Killam Memorial Library building.

A discussion was held on the time of our board meetings. Erin will poll all members.

15. Adjournment

On a motion from George Manzer, the meeting adjourned at 3:08 p.m.