

Western Counties Regional Library

Board Meeting

September 28, 2023

The regular quarterly board meeting of the Western Counties Regional Library Board was held on Thursday, September 28, 2023 in the Community Room of the IWK Memorial Library building.

Present:

Mayor Ben Cleveland, Vice-Chair, Town of Digby
Councillor Kathy Bourque, Municipality of Argyle
Councillor George Manzer, Municipality of Digby
Councillor Doris Townsend, Municipality of Shelburne
Councillor Patti Durkee, Municipality of Yarmouth
Councillor Louann Link, Town of Clark's Harbour
Councillor Kent Balish, Town of Lockeport
Patti Simpson, Province of Nova Scotia
Erin Comeau, Secretary-Treasurer

Regrets:

Shaun Hatfield, Carl Deveau, Elizabeth Acker, Wade Cleveland and Ellen Burton.

Absent:

Vacant - Shelburne Library Building Association
Vacant - Province of Nova Scotia

1. Call to Order

The Board Vice-Chair, Ben Cleveland, called the meeting to order at 1:00 p.m.

2. Adoption of Agenda

It was moved by Kent Balish and seconded by George Manzer:

“That the agenda be approved as circulated.”

Motion carried

3. Minutes of the Previous Meetings

3.1 The minutes of the June 15, 2023 board meeting were circulated. There being no errors or omissions, it was moved by Patti Simpson and seconded by Patti Durkee:

“That the minutes of the June 15, 2023 board meeting be approved as circulated.”

Motion carried

4. Business Arising from the Minutes

4.1 Land acknowledgement

Erin Comeau indicated that there has been no activity on land acknowledgement as we have been waiting for a Treaty Education NS brochure that just recently arrived. This will be discussed at the December Board meeting.

5. Chair’s Report

With the Chair being out until the end of the year, there is no Chair’s Report.

6. Library Boards Association of Nova Scotia (LBANS) Representative Report

With the Chair being out until the end of the year, there is no LBANS Representative Report.

A discussion was held about LBANS’s role. Erin reported that LBANS is struggling to get regional library board representation on their board. She also mentioned that Halifax Public Libraries is no longer a member of LBANS. The LBANS Executive meets 7 times a year, on Saturdays in Truro. After discussion, it was agreed that Erin draft a letter to LBANS outlining the board’s concerns including the frequency of meetings and meeting times as well as the potential doubling of efforts where library boards with CORL’s guidance, already advocate for libraries. It was also agreed that the WCRL Board revoke its membership with LBANS for the time being since we are not currently represented. A draft letter will be sent to board members for comments.

7. Director’s Report

The Director’s Report on Management Activities was circulated. Erin noted that she is working on accessibility accommodation procedures, hiring and orientation procedures and reviewing health benefit options. She expects the funding formula review process to start later this fall.

8. Financial Statement

The August 31, 2023 Financial Statement was circulated.

9 Audit, Risk and Finance Committee

Kathy Bourque, Chair of Audit, Risk and Finance Committee, reported that an Audit, Risk and Finance Committee meeting was held on September 18, 2023. The committee reviewed the proposed changes to the 2023-24 budget. They also reviewed the library's reserve accounts in anticipation of needing to draw from reserve funds to cover the proposed wage increase. The committee acknowledged that while reserve funds could be used in the short-term, the board should not rely on these funds long-term to fund annual operating costs.

9.1 Proposed Budget Revisions and Explanations

It was moved by Kathy Bourque and seconded by Kent Balish:

“That the changes to the 2023-2024 budget and proposed wage increases be approved as presented.”

Motion carried

It was moved by Doris Townsend and seconded by George Manzer:

“That the Board transfer from the Library Development account to the General Account, the amount required to cover any deficits incurred as a result of the 2023-2024 wage increase and that the transfer be made for the 2023-2024 and the 2024-2025 fiscal year.

Motion carried

10. New Business

Policy Review and Recommendations

10.1 Adverse Weather Conditions Policy

The Adverse Weather Conditions Policy was circulated. It was moved by Patti Simpson and seconded by Kathy Bourque:

“That the Adverse Weather Conditions Policy be reclassified as an Operations Policy, and that changes to the policy be approved as presented.

Motion carried

10.2 Library Use and Behaviour Code

The Library Use and Behaviour Code Policy was circulated, and a discussion was held about patrons bringing animals to the library. It was moved by Louann Link and seconded by Patti Durkee:

“That the Library Use and Behaviour Code Policy be amended as presented.

Motion carried

Erin mentioned that the Library Use and Behaviour Code policy is scheduled to be reviewed in March 2024 for anti-harassment and Equity, Diversity and Inclusion statements.

10.3 Vehicle Use Policy and Form

It was noted that a correction was made to our Vehicle Use Policy and Form on September 6, 2023 which does not change the meaning of the policy. It clarifies that having a Motor Vehicle conviction adds points to an individual's license, not deduct points.

11. Correspondence

11.1 Letter to Minister Dunn re 2023-2024 Bridge Funding

Erin mentioned that a letter to Minister Dunn re the 2023-2024 Bridge Funding was sent. A similar letter will.

12. Other

The board asked Erin to draft a welcome letter the new Minister of CCTH – the Honourable Allan MacMaster

Erin mentioned that the wage re-opener will take place on October 17, 2023. Erin and Patti Simpson will be meeting with union representatives.

Erin indicated that she had an online meeting with a potential health plan provider, and indicated that there was still one other potential health plan provider to meet with. She will have a recommendation for the Board at the December meeting.

13. Around the Table

N/A

14. Next Meeting

Thursday, December 7, 2023 at 1:00 p.m.

15. Adjournment

On a motion from Patti Durkee, the meeting adjourned at 1:40 p.m.