

# Western Counties Regional Library

## Board Meeting

December 7, 2023

The regular quarterly board meeting of the Western Counties Regional Library Board was held on Thursday, December 7, 2023 in the Board Room of the IWK Memorial Library building.

### Present:

Mayor Ben Cleveland, Vice-Chair, Town of Digby  
Councillor Kathy Bourque, Municipality of Argyle  
Councillor Carl Deveau, Municipality of Clare  
Councillor George Manzer, Municipality of Digby  
Councillor Doris Townsend, Municipality of Shelburne  
Councillor Patti Durkee, Municipality of Yarmouth  
Deputy-Mayor Elizabeth Acker, Town of Shelburne  
Councillor Wade Cleveland, Town of Yarmouth  
Ellen Burton, Yarmouth Public Library & Museum  
Patti Simpson, Province of Nova Scotia  
Erin Comeau, Secretary-Treasurer

### Regrets:

Louann Link, Shaun Hatfield, Kent Balish

### Via Zoom:

Patti Durkee, Wade Cleveland, Patti Simpson

### 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 1:04 p.m.

## **2. Adoption of Agenda**

Two items were added to the agenda:

10.3 Memberships Policy and 10.4 Members with Print Disability Policy

It was moved by George Manzer and seconded by Carl Deveau:

“That the agenda, with the two additions, be approved as circulated.”

Motion carried

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

The minutes of the September 28, 2023 board meeting were circulated. Ben Cleveland noted that his municipality was listed incorrectly under those Present. It was moved by George Manzer and seconded by Wade Cleveland:

“That the minutes of the September 28, 2023 board meeting, with the one correction, be approved as circulated.”

Motion carried

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

### **4.1 Land Acknowledgement**

A Land Acknowledgement Statement and Guidelines was circulated. Board members commended the staff on their thoughtful approach. It was moved by Wade Cleveland and seconded by Carl Deveau:

“That the Land Acknowledgement Statement and Guidelines be accepted as an operation policy.”

Motion carried

## **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**

Erin indicated that at the board meeting in September, a decision was made to revoke WCRL's membership from LBANS, and that Erin was to send a letter to LBANS informing them of the decision. WCRL received a letter from LBANS in October requesting that the Board consider the future of the association and WCRL's role in the association. The board discussed this request and came to the same conclusion – that WCRL will no longer be a member of LBANS.

The Board asked Erin to write a letter to LBANS advising them that WCRL will not be renewing its membership with LBANS in 2024.

## **7. Director's Report on Management Activities**

The Director's Report on Management Activities was circulated. Erin noted that Management, especially the branch managers, spend a good amount of time managing the 10 branches and headquarters and this does not leave them much time to complete other tasks. Erin continues to reprioritize annual goals to deal with time-sensitive matters and this is resulting in project delays. Board Members understood and expressed their support.

## **8. Financial Statement**

The October 31, 2023 Financial Statement was circulated. Erin noted that this statement does not include any retro paid on the wage increase. As of November 30, the salaries, extra coverage hours and benefits were within expected ranges. It was moved by Elizabeth Acker and seconded by Doris Townsend:

“That the October 31, 2023 Financial Statement be accepted as presented.”

Motion carried

## **9. Negotiations Committee**

### **9.1 Wage Re-opener Meeting Report**

Patti Simpson reported that on October 17, she and Erin met with Carl Crouse and two members of CUPE Local 2530 to review two options for the wage renegotiation. One was accepted and sent to members for a vote. The Union accepted the wage increase offer and retro was paid in November.

During the meeting, both parties agreed that contract negotiations could start earlier than normal and that talks could begin on items that would have little or no financial impact to WCRL.

## **10. Policy Review and Recommendations**

### 10.1 Social Media Policy

The Social Media Policy was circulated. It was moved by Elizabeth Acker and seconded by Kathy Bourque:

“That the Social Media Policy be approved as presented.”

Motion carried

### 10.2 Photography and Videos in the Library Policy

The new Photography and Videos in the Library Policy was circulated. It was moved by Carl Deveau and seconded by George Manzer:

“That the Photography and Videos in the Library Policy be approved as presented.”

Motion carried

### 10.3 Memberships Policy

Erin indicated that the Memberships Policy was updated for accuracy.

It was moved by Carl Deveau and seconded by Doris Townsend:

“That the changes to the Memberships Policy be approved as presented.”

Motion carried

### 10.4 Members with Print Disability Policy

Erin indicated that the Members with Print Disability Policy was updated for accuracy.

It was moved by Elizabeth Acker and seconded by Doris Townsend:

“That the changes to the Members with Print Disability Policy be approved as presented.”

Motion carried

## **11. Cargo Van**

Erin mentioned that she received notification that the Ford Transit Connect that was on order was cancelled because the Transit Connect is no longer being sold in Canada. She will start looking for a replacement. At the December 8, 2022, a motion was made to allow up to \$60,000 for a new vehicle, and at the September 15, 2023, an additional \$5,000 was accepted. She is unsure if \$65,000 will be enough as she may have to purchase a larger cargo vehicle. It was moved by Elizabeth Acker and seconded by George Manzer:

“That up to \$80,000 be allowed for the purchase of a new vehicle.”

Motion carried

## **12. Correspondence**

### 12.1 Letter to Minister CCTH

A letter was sent to the new Minister of Communities, Culture, Tourism and Heritage informing him of our financial situation. The Provincial Librarian informed the Council of Regional Librarians (CORL) that the Minister is aware of the overall library-funding situation and that a committee will be created to review library funding. Representation across the province is important. Ben Cleveland agreed to put his name forward to represent WCRL.

### 12.2 Thank you letter from patron

Erin read a letter from a Yarmouth patron who wished to let the Board know how great the Yarmouth staff are.

### 12.3 Letters to Municipalities

Erin wished to discuss the draft letter to municipalities regarding WCRL's funding situation. Board members suggested requesting extra municipal funding to help cover some of next year's projected deficit. The Board asked Erin to email members with what she thought was a suitable request for extra funding and to seek approval from board members on the extra amount before sending letters to municipalities. Erin was also asked to include a summary of library services with the letter.

## **13. Other - None.**

## **14. Around the Table - None**

**15. Next Meeting**

Thursday, March 21, 2024 at 1:00 p.m.

**16. Adjournment**

On a motion from Kathy Bourque, the meeting adjourned at 2:14 p.m.