

Western Counties Regional Library

Board Meeting Minutes

June 20, 2024

The regular quarterly board meeting of the Western Counties Regional Library Board was held on Thursday, June 20, 2024 in the Community Room of the Izaak Walton Killam Memorial Library building in Yarmouth, Nova Scotia

Present:

Councillor Sherry Thorburn Irvine, Board Chair, Municipality of Shelburne

Councillor Kathy Bourque, Municipality of Argyle

Councillor Carl Deveau, Municipality of Clare

Mayor Ben Cleveland, Town of Digby

Deputy Mayor Elizabeth Acker, Town of Shelburne

Councillor Belle Hatfield, Town of Yarmouth

Yarmouth Public Library & Museum, Ellen Burton

Province of Nova Scotia – vacant

Erin Comeau, Secretary-Treasurer

Present via Zoom:

Councillor Patti Durkee, Municipality of Yarmouth

Councillor Louann Link, Town of Clark's Harbour

Province of Nova Scotia – Patrice Simpson

Regrets:

Councillor Kent Balish, Town of Lockeport

Absent:

Councillor Shaun Hatfield, Municipality of Barrington

Councillor George Manzer, Municipality of Digby

1. Call to Order

The Board Chair, Sherry Thorburn Irvine called the meeting to order at 2:08 p.m.

2. Adoption of the Agenda

Carl Deveau moved and Elizabeth Acker seconded the adoption of the agenda.

Motion Carried.

3. Minutes of the Previous Meetings

3.1 March 21, 2024

Kathy Bourque moved and Carl Deveau seconded the approval of the March 21, 2024 board meeting minutes.

Motion Carried.

3.2 May 2, 2024

Louann Link moved and Kathy Bourque seconded the approval of the minutes of the special budget meeting of May 2, 2024 held via zoom.

Motion Carried.

4. Business Arising from the Minutes

There was no Business Arising from the Minutes

5. Chair's Report

Board Chair Sherry Thorburn Irvine indicated her appreciativeness to the library staff in their effort to make libraries accessible.

6. Director's Report

Director Erin Comeau reported that she has been busy working on the budget, on board and provincial reports, as well as negotiations.

7. Financial Statement

The May 31, 2024 Financial Statement was circulated. Erin noted that the approved wage increase and retro pay is not reflected in the May 31, 2024 Financial Statement.

Elizabeth Acker moved and Kathy Bourque seconded the approval of the May 31, 2024 Financial Statement.

Motion Carried.

8. Audit, Risk and Finance Committee Report – June 6, 2024 meeting

Audit, Risk and Finance Committee Chair Kathy Bourque presented the June 6, 2024 meeting report at which time the committee reviewed the Draft Audited Statements with Andrew Perkins. Belle Hatfield moved and Ben Cleveland seconded the approval of the Audit, Risk and Finance Committee Report of the June 6, 2024 meeting.

Motion Carried.

9. Negotiations Committee Report – Contract negotiations

Patti Simpson reported that she, Patti Durkee and Erin Comeau met with the Union for contract negotiations on April 22 and on May 2. Patti Simpson noted that the negotiations were very positive and the contract was signed earlier today. Kathy Bourque moved and Carl Deveau seconded the approval of the Negotiations Committee Report regarding contract negotiations.

Motion Carried.

10. HR and Governance Committee Report – May 22, 2024 meeting

Patti Simpson, Chair of HR and Governance Committee, reported on the May 22, 2024 meeting where a discussion was held to support the Deputy Directory in her MLIS studies. Louann Link moved and Ben Cleveland seconded the approval of the HR and Governance Committee Report of the May 22, 2024 meeting.

Motion Carried.

11. New Business

11.1 Board By-laws

Erin noted that the Draft Board By-laws were circulated three weeks ago. Since there are no representatives available from the Shelburne Library Building Association, the Association will be removed from having a seat on the WCRL Board. The SLBA will

continue to maintain the Shelburne Library building. A few other housekeeping changes were made to the By-laws. Moved by Carl Deveau and seconded by Louann Link that the Draft Board By-laws be approved as circulated.

Motion Carried.

11.2 Board Committee Terms of Reference

The Draft Board Committee Terms of Reference were circulated. New responsibilities were added to the HR Governance Committee. A few other housekeeping changes were made to the Terms of Reference. Kathy Bourque moved and Patti Durkee seconded the approval of the Draft Board Committee Terms of Reference.

Motion Carried.

11.3 Policy Review

The Draft Attendance at Funeral Policy was circulated. Carl Deveau moved and Louann Link seconded that the Funeral Attendance policy be approved as presented.

Motion Carried.

12. Correspondence

Erin noted that she received a notice from CUPE with an agreement of ratification.

13. Other

Ben Cleveland mentioned that the Library Funding Formula review meetings will be starting soon.

Carl Deveau mentioned that most people don't know the inner workings of how a library system works but he wished to thank board and staff for the great work they do.

14. Around the Table

Nothing to report.

15. Next Meeting

The next quarterly board meeting will be held on Thursday, September 19, 2024 at 1:00 p.m. in the Community Room of the Izaak Walton Killam Memorial Library.

16. Adjournment

The meeting adjourned at 2:34 p.m. on a motion from Ben Cleveland.