

# Western Counties Regional Library

## Board Meeting

March 21, 2024

The regular quarterly board meeting of the Western Counties Regional Library Board was held on Thursday, March 21, 2024 in the Community Room of the IWK Memorial Library building.

### Present:

Councillor Sherry Thorburn Irvine, Board Chair  
Councillor Kathy Bourque, Municipality of Argyle  
Councillor Carl Deveau, Municipality of Clare  
Councillor George Manzer, Municipality of Digby  
Councillor Patti Durkee, Municipality of Yarmouth  
Mayor Ben Cleveland, Vice-Chair, Town of Digby  
Councillor Kent Balish, Town of Lockeport  
Deputy-Mayor Elizabeth Acker, Town of Shelburne  
Patti Simpson, Province of Nova Scotia  
Erin Comeau, Secretary-Treasurer

### Regrets:

Ellen Burton, Shaun Hatfield, Louann Link, Wade Cleveland

### Via Zoom:

Patti Durkee, Kent Balish, Patti Simpson

### 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 1:00 p.m. and welcome everyone.

## **2. Adoption of Agenda**

It was moved by Elizabeth Acker and seconded by Kathy Bourque:

“That the agenda be approved as circulated.”

Motion carried

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

3.1 The minutes of the December 7, 2023 board meeting were circulated. There being no errors or omissions, it was moved by George Manzer and seconded by Carl Deveau:

“That the minutes of the December 7, 2023 board meeting be approved as circulated.”

Motion carried

3.2 The board email voting minutes of January 9, 2024 were circulated. There being no errors or omissions, it was moved by Ben Cleveland and seconded by Kathy Bourque:

“That the board email voting minutes of January 9, 2024 be approved as circulated.”

Motion carried

3.3 The board email voting minutes of February 5, 2024 were circulated. There being no errors or omissions, it was moved by Elizabeth Acker and seconded by George Manzer:

“That the board email voting minutes of February 5, 2024 be approved as circulated.”

Motion carried

3.4 The email correspondence - request to municipalities, was circulated. There being no errors or omissions, it was moved by Kathy Bourque and seconded by Carl Deveau:

“That the email correspondence - request to municipalities, be approved as circulated.”

Motion carried

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

##### **4.1 Spring Contract Negotiations and Special Budget Meeting**

Erin noted that at the last union negotiations, Carl Crouse who is the CUPE Representative reported he was retiring in July 2024. Erin would like to hold union negotiations before he retires. A special budget meeting will need to be held mid-May before negotiations can take place. Erin will send a poll to board members for the special budget meeting date.

##### **4.2 Report on search for cargo van**

Erin reported on her on-going search for a new cargo van. She has been looking at various vans to see what would be suitable and hopes to order one by the summer.

#### **5. Chair's Report**

Sherry reported that she didn't have anything to report.

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

The Director's Report on Management Activities was circulated. Erin mentioned that she receives regular updates from Managers every month which shows how many activities are not completed due to Managers filling in for other staff shortages. Erin reported that 6 municipalities to date have agreed to the one time increase request. She also announced that the Department of Communities, Culture, Tourism and Heritage has given us a grant for food literacy, to be spent within the next 2 years. It was moved by Ben Cleveland and seconded by Elizabeth Acker:

"THAT the Director's Report on Management Activities be accepted as presented."

Motion carried

#### **7. Financial Statement**

The February 29, 2024 Financial Statement was circulated. It was moved by Kathy Bourque and seconded by Carl Deveau:

"That the February 29, 2024 Financial Statement be accepted as presented."

Motion carried

## **8. Policy Review and Recommendations**

### **8.1 Land Acknowledgement**

At the December 2023 board meeting, the Board approved the Land Acknowledgement Statement and Guideline. A week later, Erin reported that she received a new document on Land Acknowledgement from the Office of Indian Affairs therefore had to reword our statement. She mentioned that she also intends to have this document translated in French and Mi'kmaq. It was moved by Carl Deveau and seconded by George Manzer:

“That the board accept the draft changes to the Land Acknowledgement Statement and Guideline as presented”.

Motion carried

### **8.2 Collections Development and Maintenance**

Erin noted that the Collections Development and Maintenance now includes a statement on accessibility and clarified a few other points. It was moved by Elizabeth Acker and seconded by Cathy Bourque:

“That the board accept the draft Collections Development and Maintenance policy as presented.”

Motion carried

### **8.3 Vacations**

In order to give adequate time for Managers to find coverage for staff vacations, the Vacations Policy was changed to allow more time for Managers to accept staff vacations. It was moved by Ben Cleveland and seconded by Kent Balish:

“That the board accept the draft Vacations policy as presented.”

Motion carried

## **9. Correspondence**

### **9.1 Municipal Correspondence re: Funding Request**

This topic was covered in # 6 above.

## 9.2 Provincial Correspondence re: Funding Request

A letter was received from the Department of CCTH in response to a letter from the Board.

## 10. Other

There were no Others.

## 11. Around the Table

There were no Around the Table.

The Chair did asked that Erin to convey the board's gratitude to all staff for a job well done.

## 12. Next Meeting

AGM and regular board meetings – Thursday, June 20, 2024 at 1:00 p.m. in the Community Room

## 13. Adjournment

The meeting adjourned at 2:01 p.m.