

Western Counties Regional Library

Board Meeting Minutes

September 19, 2024

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, September 19, 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.

Councillor Patti Durkee, Municipality of Yarmouth.

Mayor Ben Cleveland, Town of Digby.

Councillor Elizabeth Acker, Town of Shelburne.

Councillor Belle Hatfield, Town of Yarmouth.

Erin Comeau, Secretary – Treasurer.

Present via Zoom:

Councillor Kent Balish, Town of Lockeport.

Patrice Simpson – Province of Nova Scotia.

Regrets:

None

Absent:

Councillor Shaun Hatfield, Municipality of Barrington.

Councillor George Manzer, Municipality of Digby.

Councillor Louann Link, Town of Clark's Harbour.

Ellen Burton - Yarmouth Public Library & Museum.

Province of Nova Scotia – vacant position.

1. Call to Order.

The Board Chair, Sherry Thorburn Irvine called the meeting to order at 1:00 pm. and welcomed everyone to today's meeting.

2. Adoption of the Agenda.

Carl Deveau moved and Belle Hatfield seconded the adoption of the agenda.

Motion carried.

3. Minutes of the Previous Meetings.

The minutes of the June 20, 2024 board meeting were circulated. There being no errors or omissions, Elizabeth Acker moved and Kathy Bourque seconded the approval of the June 20, 2024 board meeting minutes.

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 felt that the leadership by Erin and her library staff show that library business continues with importance on prioritization. She thanked Erin for all the work she is doing on accessibility.

6. Director's Report.

Director Erin Comeau indicated that the Management Activities Report was circulated. She pointed out that the branch managers and herself are often stretched to their limit with all the work that is to be done. She is hoping that we can hire a 1 year term position to help with accessibility items. The Staff website is being totally revamped to make it easier for staff to search for documents. It is hoped to launch the website to staff by the end of March 2025.

7. Financial Statement.

The August 31, 2024 Financial Statement was circulated. Erin was asked whether she had purchased a replacement vehicle. She noted that she is still looking but that she is

now waiting to see what the required specs for a new vehicle will be once the library changes their delivery system to accommodate the larger plastic bins. Ben Cleveland moved and Kathy Bourque seconded the approval of the August 31, 2024 Financial Statement.

Motion carried.

8. HR and Governance Committee Report.

HR and Governance Committee Chair Belle Hatfield presented the September 9, 2024 meeting report.

8.1 Approval of the Management Employees Conditions of Employment and Procedures. Patti Durkee moved and Carl Deveau seconded that the Management Employees Conditions of Employment and Procedures be approved as presented.

Motion carried.

8.2 Approval of the Municipal Councillor Booklet. All felt that this Municipal Councillor Booklet was very well presented and most will share it with their CAO and other organizations. Ben Cleveland moved and Kathy Bourque seconded that the Municipal Councillor Booklet be accepted as presented.

Motion carried.

8.3 Approval of the draft Sponsorship Agreement between Shannon Raynard and WCRL. Erin indicated that Shannon can apply for a MLIS course in January 2025 for the September 2025 term. If accepted into the program, Erin will work with a consultant to draft and sponsorship agreement between Shannon and the Board. Kathy Bourque moved and Ben Cleveland seconded that the draft sponsorship agreement be accepted as presented.

Motion carried.

8.4 Approval of the policy for casual employees and shift cancellations. Patti Durkee moved and Carl Deveau seconded that the Casual Employees and Shift Cancellations policy be approved as presented.

Motion carried.

9. Policy Review and Recommendations

9.1 Approval of the Resignation and Retirement policy. Elizabeth Acker moved and Kathy Bourque seconded that the Resignation and Retirement policy be approved as presented.

Motion carried.

9.2 Approval of the Vacation Time policy. Ben Cleveland moved and Belle Hatfield seconded that the Vacation Time policy be approved as presented.

Motion carried.

9.3 Vehicle Use Policy and Form. Carl Deveau moved and Kathy Bourque seconded that the Vehicle Use Policy and Form be approved as presented.

Motion carried.

9.4 Credit Card Use. Patti Durkee moved and Kathy Bourque seconded that the Credit Card Use policy be approved as presented.

Motion carried.

9.5 Photocopying and Printing Fees. This policy was updated because the library updated its mobile printing services and is now using a different mobile printing software that requires specific information on printing costs. Elizabeth Acker moved and Kathy Bourque seconded that the Photocopying and Printing Fees policy be approved as presented.

Motion carried.

10. New Business.

10.1 LBANS. Erin indicated that she attended a CORL meeting where the dissolution of LBANS (Library Boards Association of Nova Scotia) was discussed. LBANS has some financial matters that need to be resolved before they can dissolve the association. All regions meeting to make this happen. Kathy Bourque moved and Belle Hatfield seconded that WCRL reinstate its membership with LBANS, effective immediately.

Motion carried.

Belle Hatfield moved and Patti Durkee seconded that Carl Deveau be appointed to represent WCRL on the LBANS board.

Motion carried.

10.2 Library Funding Review Committee (LFRC). Erin and Ben updated the Board on the status of the Library Funding Review. On August 29, the Library Funding Review Working Group presented four options that prioritize higher wages for library staff, increased investment in library collections and technology, and new investment in cybersecurity. The options are supported by the research and allow for greater sustainability and growth for libraries into the future. Moving forward, the library funding review process will shift from the LFRC to government, where department staff will build on the work done by the LFRC and develop library funding recommendations for government consideration.

11. Other.

No other.

12. Around the Table.

Patti Durkee indicated that she was re-offering as Councillor in the October municipal elections, but if she isn't successful, she wanted to thank Erin for being so organized and for making it easy to be a library board member. Elizabeth Acker agreed with Patti, and also thanked Yvonne for all her work supporting the board.

Ben Cleveland was thanked for being a library board member as he is not re-offering.

13. Next Meeting.

The next quarterly board meeting will be held on Thursday, December 12, 2024 at 1:00 pm in the Community Room of the Izaak Walton Killam Memorial Library.

14. Adjournment.

The meeting adjourned at 2:15 pm on a motion from Ben Cleveland.