

WESTERN COUNTIES REGIONAL LIBRARY

BOARD MEETING

December 10, 2020

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, December 10, 2020 via Zoom.

Present were:

Councillor Kathy Bourque, Municipality of Argyle
Councillor Shaun Hatfield, Vice Chair, Municipality of Barrington
Councillor Carl Deveau, Municipality of Clare
Councillor George Manzer, Municipality of Digby
Councillor Sherry Thorburn Irvine, Municipality of Shelburne
Councillor Patti Durkee, Municipality of Yarmouth
Councillor Louann Link, Town of Clark's Harbour
Councillor Kent Balish, Town of Lockeport
Councillor Elizabeth Acker, Town of Shelburne
Councillor Jim MacLeod, Town of Yarmouth
Vacant - Shelburne Library Building Association
Elizabeth Arenburg, Yarmouth Public Library & Museum
Pamela Maher, Province of Nova Scotia
Darryl Wiseman, Province of Nova Scotia
Erin Comeau, Secretary-Treasurer

Regrets were received from Maritza Adams

Absent was Ben Cleveland

1. CALL TO ORDER

The meeting was called to order at 1:03 p.m. by Shaun Hatfield, Vice Chair. He thanked everyone for connecting in via Zoom and asked everyone to introduce themselves to the new board.

2. ADOPTION OF AGENDA

One item to be added to the agenda under Business Arising from the Minutes:
4.5 – Personnel Committee Name Change.

It was moved by Patti Durkee and seconded by Carl Deveau:

"THAT the agenda be approved as amended."

MOTION CARRIED

3. MINUTES OF THE PREVIOUS MEETINGS

The minutes of the September 3, 2020 meeting were circulated. It was moved by Kent Balish and seconded by Patti Durkee:

“THAT the minutes of the September 3, 2020 Board Meeting be approved as circulated.”

MOTION CARRIED

The minutes of the Email Voting meeting which took place from October 2 to 12, 2020 were circulated. It was moved by Patti Durkee and seconded by Elizabeth Arenburg:

“THAT the minutes of the Email Voting meeting which took place from October 2 to 12, 2020 be approved as circulated.”

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

4.1 Appointment of Slate of Officers

Carl Deveau presented the Slate of Officers for the 2020-2021 fiscal year:

Chair: Shaun Hatfield

Vice Chair: Ben Cleveland

Past Chair: Vacant

Audit, Risk and Finance Committee Chair: Darryl Wiseman

Personnel Committee Chair: Patti Durkee

After asking three times for further nominations for each position in the Slate of Officers, it was moved by Carl Deveau and seconded by Elizabeth Acker:

“THAT the Slate of Officers for the 2020-2021 fiscal year be approved as presented.”

MOTION CARRIED

4.2 Appointment of Signing Officers

Carl Deveau indicated that the signing officers are usually the Chair; the Audit, Risk and Finance Committee Chair, and the Director. It was moved by Carl Deveau and seconded by George Manzer:

“THAT the signing officers for the 2020-2021 fiscal year be: the Chair, the Audit, Risk and Finance Committee Chair, and the Director.”

MOTION CARRIED

4.3 Committees and Members

A list of the proposed Board Committees for the 2020-2021 fiscal year was circulated. The Chair asked if any member wished to be removed from or added to a committee. Pamela Maher indicated that her appointment as provincial representative had not yet come through therefore the provincial appointee will be listed as Vacant under the Personnel Committee. The Director stated that under the Audit, Risk & Finance Committee, the representative for the Shelburne Library Building Association will also be listed as Vacant until a representative is named. It was moved by Patti Durkee and seconded by Jim MacLeod:

“THAT the proposed Board Committees be accepted with the two changes, and that a copy of the new Board Committee list for 2020-2021 be sent to all board members.”

MOTION CARRIED

4.4 Appointment LBANS Representative

The Chair indicated that each regional library board, of which there are nine in Nova Scotia, have a representative on the Library Boards Association of Nova Scotia Executive Committee. Erin indicated that a representative is needed to represent WCRL. She will send the link to LBANS to board members.

The Director indicated that a Trustee Manual will be sent to the local branch library associated with each board member. Yvonne will send board members an email when their binders are ready to be picked up at their local library branch.

4.5 Personnel Committee Name Change

At the previous board meeting, the then Chair Jimmy MacAlpine suggested that the Personnel Committee be renamed. He suggested HR & Governance Committee. Erin will work on the Terms of Reference for this committee and this can be revisited at the March 2021 board meeting.

5. CHAIR'S REPORT

The Chair expressed his gratitude to the board for having confidence in him to be Chair. He is confident that former and new members will all work well together to represent Western Counties Regional Library in the year to come.

6. DIRECTOR'S REPORT

Members asked a few questions regarding the Director's Report. A discussion was held on the Branch Managers' roles and it followed with a request for a Management Chart. Erin said she would insert a Management Chart in the Organizational Chart (Trustee Manual). A discussion was also held on this year's AAB campaign as well as the rational for the self-checkout stations which will soon be installed in 6 branch libraries.

7. FINANCIAL STATEMENT

The October 31, 2020 Financial Statement was circulated. It was moved by George Manzer and seconded by Carl Deveau:

“THAT the October 31, 2020 Financial Statement be approved as presented.”

MOTION CARRIED

8. NEW BUSINESS

8.1 Request for Library Development spending

Erin explained the purpose of the Library Development Fund, and the request to spend up to \$45,879 from the Library Development Fund to re-design the headquarters space to meet health & safety and accessibility requirements. She previously met with the building owners, Yarmouth Public Library & Museum, to discuss the renovations, which they approved.

A discussion was held on whose responsibility it would be to pay if, during renovations, pre-existing issues surfaced and needed repair. Erin said she would speak with the building owners and the contractor again to discuss potential issues and discuss methods for dealing with issues that may arise during construction. It was moved by Darryl Wiseman and seconded by Patti Durkee:

“THAT after the Director meets with the building owners and the contractor regarding potential pre-existing issues and how they are to be handled, the headquarters re-design project may proceed with spending up to \$45,879 as outlined in the Request for Library Development Spending. If the amount is found not to be enough, the Board will be contacted on how to proceed.”

MOTION CARRIED

8.2 Policy – Request and Recommendations for change

A request to change three policies was discussed.

The first request is to change the title of some management staff. It was moved by Jim MacLeod and seconded by Sherry Thorburn Irvine:

“THAT the title of Regional Library Director be changed to Director, and that the title of Branch Co-ordinator be changed to Branch Manager.”

MOTION CARRIED

The second request is to change the terminology on all and existing policies. It was moved by Darryl Wiseman and seconded by Carl Deveau:

“THAT terminology be changed from “his/her” to “his/her/they”, and that terminology be changed from “he/she” to “he/she/they”.”

MOTION CARRIED

The third request is that after the installation of self-checkout stations, the regular 4-week loan period will have to be changed once again to the 3-week loan period. It was moved by Patti Durkee and seconded by Carl Deveau:

“THAT the 4-week loan period be changed once again to the 3-week loan period following the installation of all self-checkout stations in the region.”

MOTION CARRIED

8.3 Diversity Training for Library Boards

Erin informed new board members that regional libraries fall under the Provincial Department of Communities, Culture and Heritage. The Department will be providing diversity training for boards in the new year and will offer multiple dates and times for the training. Provincial Appointees and Board Chairs will be required to attend. Erin will forward information on the training to board members as soon as she receives it from CCH.

8.4 Library Logo and Branding

Erin mentioned that the WCRL logo has been in existence for many years and feels it should be refreshed or redesigned. She also mentioned that we are currently looking at redesigning our website. She noted that our Strategic Plan expires in 2020. The board agreed that a logo refresh is in order. Strategic Plan and logo branding will be discussed further at the March board meeting.

9. CORRESPONDENCE

There was no correspondence.

10. OTHER

The Chair indicated that if any new board member had questions about the library to reach out to either himself or to the Director. Erin indicated that she will gladly meet with any board member at their branch library to get a tour. She will be scheduling tours in the year with interested board members.

11. AROUND THE TABLE

Elizabeth Arenburg – welcomed all new board members and thanked Shaun for taking on the Board Chair role.

Sherry Thorburn Irvine – is looking forward to visiting her branch library, which is the McKay Memorial Library in Shelburne. She noted that Doris Townsend enjoyed being on the library board.

Carl Deveau – welcomed all new board members as well as former board members. He also thanked Shaun for agreeing to become Board Chair.

George Manzer – indicated he was glad to be on the library board and said that Jimmy MacAlpine spoke how library board members are very dedicated.

Patti Durkee – thanked Erin, Yvonne and all the library staff for the great job they did during COVID. She also mentioned how she enjoys being on the library board.

12. NEXT MEETING

The next meeting will be held on Thursday, March 18, 2021 at 1:00 p.m. via Zoom.

13. ADJOURNMENT

On a motion from Elizabeth Arenburg and George Manzer, the meeting adjourned at 3:00 p.m.