

REGULAR BOARD MEETING - NOTES

June 18, 2025

Members Present:

Coun. Steve Gillespie, Jean MacAulay-MacIntyre and Ann Dunn representing the Cape Breton Regional Municipality, Terry Murray, representing Victoria County.

Regrets: Coun. Kim Sheppard- Campbell, Coun. Darren O'Quinn and Coun. Perla MacLeod.

Vacant: Province of Nova Scotia Library Board Appointees (2 vacancies).

Call to Order:

The meeting was called to order at 6:10 pm by Coun. Steve Gillespie, who was appointed Interim Chair.

Approval of Agenda:

MOTION: Moved by Ann Dunn, seconded by Terry Murray, to approve the agenda as presented.

MOTION CARRIED

Approval of Accounts:

MOTION: Moved by Jean MacAulay-MacIntyre, seconded by Ann Dunn, to approve the accounts of February and March 2025 with a suggestion to add a description to items on payment listing that aren't self-explanatory. **CARRIED**

Approval of Previous Minutes:

- March 17, 2025 Board Meeting:

MOTION: Moved by Jean MacAulay-MacIntyre, seconded by Terry Murray, to approve the minutes. **CARRIED**

Special Board Meeting:

- April 22, 2025 Budget review

MOTION: Moved by Terry Murray, seconded by Ann Dunn, to approve the minutes. **CARRIED**

Approval of Account:

MOTON: Moved by Jean MacAulay- MacIntyre, seconded by Ann Dunn, to approve the minutes. **CARRIED**

Financial and Audit update:

Lisa Mulak reported that the audit will be delayed until July, due to ongoing transition and catch-up work being conducted by MNP Ease.

Correspondence:

Lisa Mulak reported that she had sent a letter to the Department regarding the delay in Board appointments, outlining the impact this has on the Board's ability to move forward with key initiatives and make important decisions in the absence of a full board complement.

Lynn Somers, Director of the Provincial Library, responded to acknowledge the concern and confirmed that applications are currently under review. However, no timeline was provided for when the appointments will be finalized.

Regional Librarian's Report:

Lisa provided highlights from her report, which was circulated to board members in the meeting package:

- We are recruiting for two Library Assistant positions at McConnell Library and a Library Clerk in North Sydney Library.
- A long-time employee, Janet Gillis, will be retiring at the end of June. She has been with us for almost 40 years.
- A celebration for the launch of the Rita E. Gillis Children's Literacy Collection and the naming of the Children's Library is scheduled for September 6.
- The McConnell library was closed June 5 for electrical upgrades.

- The change in hours to include Wednesday mornings at the Reserve Library, is allowing for daycare visits. Staff are weeding collections and removing excess furniture to make more seating available.

Fundraising Report – June 2025:

The report was included in the package.

During the discussion on the 75th Anniversary celebration initiative, the importance of engaging 75 individuals to become donors was emphasized. It was recommended that a mail-out be conducted, offering both businesses and individuals the opportunity to contribute either through a one-time donation or a recurring monthly option.

Programs Reports – November 2024:

The report was included in the package.

MOTION: Moved by Terry Murray, seconded by Ann Dunn to approve the reports as submitted.

CARRIED

Library Funding Update:

On June 2 Board members met with Ministers, Fred Tilley and Brian Comer, to discuss the Library Funding Formula. The discussion focused on the need to revisit the funding formula and CORL's request for additional bridge funding.

Library Budget 2025/26:

Lisa included a revised budget and report in the board package outlining a plan to compress the salary scales for Library Assistants and Clerks.

MOTION: Moved by Jean MacAulay-MacIntyre, seconded by Ann Dunn, that the current discussion be tabled and that a virtual meeting be convened with full Board attendance, during which the tabled topic shall be formally addressed as an agenda item. **CARRIED**

Policies:

a) Donations Policy:

The policy needs to be discussed with the auditor for review and input to ensure it aligns with applicable standards and regulations.

b) Board by-laws:

A special meeting will be arranged to review the by-laws in advance of the upcoming AGM.

Library Branches:

a) Ingonish Library:

The Ingonish Library has officially opened in its new location, with a grand opening held on July 9th.

The Ingonish Development Society (IDS) has approached the Library with a proposal to consider becoming an anchor tenant in a future community centre. The Board agreed to continue discussions with IDS and to evaluate the direction and potential outcomes of this opportunity as further details become available.

b) Baddeck Library:

The Baddeck Library Society contacted Lisa with concerns that some furniture that was donated to the library by the society had been disposed of. They requested that the library inform them of any future furniture disposals.

c) New Waterford Library:

MOTION: Moved by Terry Murray to move the meeting in camera. **CARRIED**

MOTION: Moved by Terry Murray to return to open session. **CARRIED**

Security:

In Camera Session:

MOTION: Moved by Terry Murray to move the meeting in camera.

CARRIED

MOTION: Moved by Terry Murray to return to open session.

CARRIED

Other Business:

None to report.

Date of next meeting:

September 15, 2025, 5 pm start AGM to follow.

Adjournment:

On the motion from Jean MacAulay-MacIntyre, the meeting adjourned at 9 pm.

Respectfully submitted,

Lisa Mulak, Secretary
Cape Breton Regional Library Board