

REGULAR BOARD MEETING - NOTES
November 25, 2024

Members Present:

Coun. Eldon MacDonald, Coun. Steve Gillespie, Coun. Glenn Paruch, and Kathy MacIntyre representing the Cape Breton Regional Municipality, Terry Murray, representing Victoria County.

Regrets: Douglas MacLennan

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

Victoria County (1 vacancy)

Call to Order:

Chair, Coun. Eldon MacDonald called the meeting to order at 6:07 pm.

Approval of Agenda:

It was moved by Coun. Glenn Paruch and seconded by Kathy MacIntyre that the agenda be approved as presented. **MOTION CARRIED**

Approval of Accounts:

Lisa requested the meeting to go **In-Camera**.

On the motion of Coun. Steve Gillespie seconded by Coun. Glenn Paruch, the meeting went in-camera.

MOTION CARRIED

It was moved by Coun. Glenn Paruch and seconded by Terry Murray to return to Open session.

MOTION CARRIED

It was moved by Coun. Steve Gillespie and seconded by Coun. Glenn Paruch said that the Board offer a three-month extension to the probationary period for the Bookkeeper. **MOTION CARRIED**

Lisa will check with other Nova Scotia library regions on the systems they are using for payroll and accounting.

It was moved by Coun. Steve Gillespie seconded by Kathy MacIntyre that the accounts from May to October 2024 be approved as presented with the expectation that clarification be provided regarding Cape Breton Post payments. **MOTION CARRIED**

Financial Statement to the end of July 2024:

It was moved by Coun. Glenn Paruch and seconded by Coun. Steve Gillespie that we would defer the financial statement ending on July 31 until the next Board meeting. **MOTION CARRIED**

Minutes of the June 17, 2024 Board Meeting:

It was moved by Coun. Glenn Paruch, seconded by Kathy MacIntyre, that the minutes of the September 9th Board Meeting be accepted as presented. **MOTION CARRIED**

E-Vote:

It was moved by Coun. Glenn Paruch, seconded by Douglas MacLennan, to accept the purchase of a retirement gift in the amount of \$50 on the occasion of CAO Marie Walsh's retirement. **MOTION CARRIED**

There were "six" yes and "zero" nays.

Correspondence:

A 'Thank you' card was received from a staff member for the basket they received following their surgery.

Regional Librarian's Report:

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

- Over the weekend, the roof of Glace Bay Library started leaking again around the same area. The landlord has been made aware.
- Due to heavy rains, water was found on the floor in the electrical room of the McConnell Library. CBRM was notified, and repairs have been carried out. As per CBRM directive, library

staff are not to enter the electrical room or access the other electrical panels in the future. Coun. Eldon MacDonald suggested asking CBRM to check the electrical room whenever it rains.

- McConnell Library and Headquarters were closed multiple times in September and October due to a sewer backup. In addition, a burst pipe in one of the decommissioned washrooms caused flooding. Coun. Steve Gillespie suggested that on behalf of the Board, Lisa should send a letter to Public Works asking them to inspect the sewer lines for this building and the videotape to ensure no further issues will arise.
- In October, the New Waterford Library staff reported a chemical smell in the circulation area. Upon investigating the overhead lights in the circulation area it was found that one of the bulbs overheated. CBRM replaced all of the bulbs and have informed Lisa that new fixtures will be ordered and replaced using a phased approach. There was also an issue with a light fixture that overheated in the Homecare Services office on the second floor.
- Lisa presented a funding agreement between the Gillis family and the Cape Breton Regional Library Board. The family is proposing a donation of \$250,000 over 10 years to support children's reading materials for the McConnell Library. In recognition of the donation, the children's area will be renamed The Rita E. Gillis Children's Reading Room. It was moved by Terry Murray, seconded by Coun. Steve Gillespie to accept the funding agreement as presented. **MOTION CARRIED.**
- The CBRL Bookmobile will make its last run on November 28, 2024. The new Borrow by Mail service will launch the first week of December pending the resolution of the Canada Post strike. Patrons living more than 15 km from a library branch or those who self-identify as having a disability will be eligible for the new Borrow by Mail service.
- Library regions have been asked to rejoin LBANS to dissolve the Association formally and disperse any remaining funds to members. Lisa asked Board members to nominate a member who would represent the Library Board at these meetings. It was moved by Coun. Steve Gillespie seconded by Coun. Glenn Paruch to nominate Kathy MacIntyre from CBRL to join LBANS for the purpose of dissolving the Association. **MOTION CARRIED.**

Fundraising Report – November 2024:

A copy of the Fundraising Report was included in the meeting package. The Board approved the report as submitted.

Programs Reports – November 2024:

A copy of the Programs Report was included in the meeting package. The Board approved the report as submitted.

Library Funding Committee:

Nothing new to report.

Library Branches:

New Central Library Site Suitability Analysis:

Lisa presented the findings of the Site Suitability Analysis that was carried out by Fathom. Five potential sites were analyzed for a New Central Library, including the current location of the McConnell Library, the former Courthouse on Crescent Street, the Bargain Shop, the corner of Prince and George and the original Cape Breton Post Building (across from Bite of Asia). Coun. Paruch raised concerns about relocating the library to a temporary location if the McConnell site was selected. He also disagreed with some of the criteria, such as the site being in the downtown core.

Lisa will ask Fathom to meet with the Board to review each location's criteria in an afternoon workshop.

Policies:

a) Holiday Closing Hours Policy:

It was moved by Coun. Steve Gillespie, seconded by Kathy MacIntyre, to approve the policy of Holiday Closing hours to be updated to 12:30 pm. **MOTION CARRIED**

b) Programs Policy:

It was moved by Terry Murray and seconded by Coun. Glenn Paruch to accept the revised program policy. **MOTION CARRIED**

Library Branches:

a) Ingonish Library:

Lisa provided an update on the relocation of the Ingonish Library. The Ingonish Fire Hall has been identified as the preferred location, with approximately 960 square feet of space and the potential for additional programming space as required. There are also two accessible washrooms. As presented by fire department members, the lease proposal outlines a monthly rent of \$1600 with a 2% annual increase, including renovations and operational costs. Renovations include new flooring, a partition wall, a heat pump, and necessary electrical upgrades to meet the library's requirements. The Volunteer Fire Department will undertake the renovations. We are awaiting approval from Victoria County Council on the acceptance of the Fire Department's proposal.

Security:

None to report.

Other Business:

There is none to report.

Date of next meeting:

March 10, 2025, 6 pm. (Subject to change)

Adjournment:

On the motion from Coun. Eldon MacDonald, the meeting adjourned at 9:50 pm.

Respectfully submitted,

Lisa Mulak, Secretary
Cape Breton Regional Library Board