

REGULAR BOARD MEETING - NOTES
September 17, 2025

Members Present:

Coun. Steve Gillespie, Coun. Darren O'Quinn, Jean MacAulay-MacIntyre and Ann Dunn representing the Cape Breton Regional Municipality, Terry Murray and Coun. Perla MacLeod, representing Victoria County.

Regrets: Coun. Kim Sheppard-Campbell.

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

Call to Order:

The meeting was called to order at 5:05 pm by Chair Coun. Perla MacLeod.

Approval of Agenda:

MOTION: Moved by Coun. Steve Gillespie, seconded by Coun. Darren O'Quinn, to approve the agenda as presented. **MOTION CARRIED**

Approval of Previous Minutes:

- June 18th, 2025 Board Meeting:

MOTION: Moved by Coun. Darren O'Quinn, seconded by Terry Murray, to approve the minutes. **CARRIED**

Special Board Meeting:

- July 10, 2025 Budget review

MOTION: Moved by Coun. Steve Gillespie, seconded by Terry Murray, to approve the minutes. **CARRIED**

Election of Officers (deferred to June 2026).

Financial Report:

- **Approval of Accounts:**

MOTION: Moved by Coun. Darren O'Quinn, seconded by Coun. Steve Gillespie to approve the accounts for May, June, and July 2025. **CARRIED**

- **Bookkeeping:**

Lisa Mulak reported that MNP Ease onboarding has been working on updating the last fiscal year, which is complete now, and they have moved into this fiscal year. We are currently uploading June's documents and hope to receive information on our financial position by October.

- **Library Funding update-Revised Library budget:**

Lisa Mulak reported that an additional \$99,700 in bridge funding was received from the province. Lisa proposed a revised budget for 2025/26. The additional funding from the province would be directed to salaries, providing a \$.60/hr across all job classifications. Additional funds were also added to the travel and professional fees budget lines. A discussion took place on the use of reserve funds to supplement operations.

On further discussion about the budget, the funding formula, and the uncertainty of bridge funding next year, Coun. Perla MacLeod suggested updating the municipalities as well as following up with Minister John White and MLA Dianne Timmins.

MOTION: Moved by Coun. Darren O'Quinn, seconded by Terry Murray, to approve the budget as presented. **CARRIED**

MOTION: Moved by Coun. Steve Gillespie, seconded by Ann Dunn, to send a letter to the municipalities.

CARRIED

Audit Committee Report- Draft Financial Statements 2024-2025:

On September 15th, the audit committee met with the auditor to review the draft financial statements. Copies were included in the meeting package sent to the board members.

MOTION: Moved by Coun. Steve Gillespie, seconded by Coun. Darren O’Quinn, to approve the Draft Financial Statements as presented. **CARRIED**

MOTION: Moved by Terry Murray, seconded by Coun. Steve Gillespie, to renew the audit contract with MNP for 2026. **CARRIED**

Correspondence:

A letter of appreciation was shared recognizing libraries and recently retired staff member Janet Gillis, along with a donation made in her honour.

Regional Librarian’s Report:

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

- Rita Gillis Reading Room launched on September 6. Thanks were extended to Coun. Gillespie and Terry Murray for attending.
- 75th Anniversary Event: McConnell Library hosted Lesley Crewe (~50 attendees); recognition was made of the late Peggy MacAdam.
- All-staff in-service planned for November 28 (all branches closed).

Fundraising Report – June 2025:

Included in meeting package.

Programs Reports – November 2024:

Included in meeting package.

Board Pension Plan:

Over the years, CBRL has attempted to join the Public Service Superannuation Plan (PSSP) - the Nova Scotia Government pension plan. While it was possible to do so, it was typically cost-prohibitive.

Late last year, the Plan’s Board of Directors approved in concept the addition of new levels of participation in the Plan. PSSP Vantage will be “geared towards employers/employees who may not be able to afford the PSSP’s current ‘full’ contribution rates but are aspiring to be part of a defined benefit (DB) pension plan.”

Lisa attended an introduction session in July. With Board approval, she would like to continue investigating this opportunity; however, an actuary’s report would be required before any such change to the pension plan. This would cost approximately \$5,000 to \$10,000.

Central Library:

- **Funding campaign:** Prior to the meeting, Lisa circulated a report to the Board on CBRM’s preliminary discussions with Doucet Development regarding the New Central Library project. If the project moves forward, the Library would be expected to assist with raising funds for furnishings and equipment. A committee will be organized internally for this purpose.
- **Other funds:** Lisa noted that there are two reserve accounts dedicated for a new Central Library with a combined total of approximately \$300,000, one of which is stock shares valued at the time at \$252,000.

Library Branches:

a) Ingonish Library:

The renovation work is not complete; namely, the heat pump has not been installed, and a phone line needs to be moved. As is, the employee’s security pendant is not operational. Vict. Co. Branch Supervisor Erin Phillips has been following up with Ryan Costello, Chief of the Fire Station, to inquire about a completion date.

b) Glace Bay Library:

The roof leaks appear to be repaired, but the damage to the wall and surrounding areas has not yet been repaired.

Security:

In Camera Session:

MOTION: Moved by Terry Murray, seconded by Coun. Steve Gillespie to move the meeting in camera. **CARRIED**

MOTION: Moved by Terry Murray, seconded by Coun. Darren O’Quinn to return to open session.

CARRIED

Other Business:

MOTION: Moved by Terry Murray, seconded by Ann Dunn, that the Library Board approve a one-time bonus to cover the LTD Benefit payment for the affected employee.

Date of next meeting:

December 8, 2025

Adjournment:

On the motion from Coun. Steve Gillespie, the meeting adjourned at 6:50 pm.

Respectfully submitted,

Lisa Mulak, Secretary
Cape Breton Regional Library Board