



BOARD MEETING - NOTES
APRIL 4, 2023

Members Present:

Coun. Glenn Paruch, Coun. Steve Gillespie (via zoom), Douglas MacLennan and Kathy MacIntyre representing the Cape Breton Regional Municipality; Coun. Barbara Longva, and Terry Murray, representing the County of Victoria; Murdoch Moore and Michelle Smith representing the Province of Nova Scotia.

Regrets were received from Coun. Eldon MacDonald.

Call to Order:

Vice Chair, Mr. Douglas MacLennan called the meeting to order at 6:07 pm.

Approval of Agenda:

It was moved by Murdoch Moore and seconded by Coun. Steve Gillespie the agenda be approved as presented. **MOTION CARRIED**

E-Vote Recorded:

E-Vote: Approval to accept *Annual Report 2021/2022*.

It was moved by Coun. Barbara Longva, seconded by Michelle Smith, that the CBRL Annual Report 2021/ 2022 be accepted as submitted. **MOTION CARRIED.**

Minutes of December 12, 2022, Special Meetings January 23, 2023 and January 31, 2023:

It was moved by Coun. Paruch and seconded by Murdoch Moore, that the minutes of the three special meetings be approved as presented. **MOTION CARRIED.**

Executive Committee Meeting- Audit Services Minutes of January 30, 2023:

It was moved by Murdoch Moore and seconded by Kathy MacIntyre, that the minutes of the Audit Committee Meeting be approved as presented. **MOTION CARRIED.**

Approval of Accounts – November and December 2022, and January 2023:

Terry Murray inquired about the staff collection for Casual Days and the practice of issuing cheques to the charities through the library accounts. The Regional Librarian, Lisa Mulak explained that the collection is largely coin based so the funds are deposited as receivables and a cheque is issued to the charity with a letter accompanying stating it is from the Cape Breton Regional Library Staff.

It was moved by Coun. Barbara Longva, seconded by Kathy MacIntyre that the accounts for November and December 2022 and January 2023 be approved as presented. **MOTION CARRIED.**

Financial Statement to the end of January 2023:

It was moved by Coun. Paruch, seconded by Murdoch Moore, that the Financial Statement to the end of January 2023 be approved as presented. **MOTION CARRIED.**

Correspondence:

The Board received two pieces of correspondence:

- A Thank you from an employee for the basket sent to her during her recent illness.
- A “Thank you” from Coun. Eldon MacDonald for the memorial donation from the Board.

Regional Librarian’s Report:

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

- The Bookmobile will be off the road while it undergoes repairs.

- The Library continues to serve as a community distribution hub for COVID-19 Rapid Test Kits. Nova Scotia public libraries have distributed 4.2 million test kits in the last 18 months.
- The Library received funding from Communities, Culture, Tourism and Heritage (CCTH) to support access to menstrual products. Lisa also reported that a grant was received through CCTH for purchasing equipment and furniture with a focus on accessibility. With the funds, CBRL will make available for loan a Hippocampe all-terrain wheelchair. Lisa shared a brief video showing the many uses and features of the Hippocampe.
- The Library also received funding through CCTH to purchase a new microfilm reader for the McConnell Library.
- The work of the job classification committee is progressing.

Con. Steve Gillespie asked if library branches are responsible for carrying out fundraising which Lisa responded that it is not the responsibility of individual library branches to do so, however, some branches take it on when time permits. The funds stay within the branch for books, equipment, programs, etc.

It was moved by Michelle Smith, seconded by Murdoch Moore that the reports be approved as presented. **MOTION CARRIED.**

Library Boards Association of Nova Scotia (LBANS):

Murdoch Moore circulated a copy of the minutes from the LBANS meeting that took place on January 28.

Operating Budget 2023-2024:

Lisa presented the proposed operating budget for 2023/24, noting that it was year 4 of a five-year funding formula. While the formula is flat with no increases year over year, bridge funding will be received in 2023/24 to offset increased operating costs. Lisa reviewed the proposed budget, noting:

- Salaries and benefits account for 83% of the Library's operating budget.
- There is a significant increase in Employee Benefits due to the increase in health benefit premiums.
- Bridge funding in the amount of \$62,000 will supplement the funding formula. This amount was calculated based on each region's percent of the provincial portion of the operating grant.
- Reserve funds of \$200,000 are required to support technology and collections.
- The budget includes a 2% cost of living allowance for employees except for the two highest-paid positions at CBRL.
- Changes were made to the entry-level wage for the Library Clerk 1 classification.
- A request was made to the Board to retain a one-year term Librarian position at the McConnell Librarian.

As per the direction of the Board, Lisa will revise the proposed budget to include the one-year term position for the McConnell Librarian in the operating budget instead of drawing on the reserves to support the position. A special meeting of the Board will be scheduled at a later date to review revisions to the proposed budget.

Reserve accounts:

It was moved by Coun. Paruch, seconded by Kathy MacIntyre that if any money remains in the operating budget for 2022-2023 after expenditures are met and the Board's audit is completed, surplus funds will be directed to the reserve accounts as recommended by the Regional Librarian and approved by the Board Chair.

Library Funding:

Lisa reported that the Council of Regional Librarians (CORL) met in February and March to prepare for the next round of funding discussions. There was unanimous acknowledgement amongst CORL that the current funding envelope does not meet the current model of library services. The facilitated sessions helped CORL and representatives from Provincial Library define library services today and to determine funding priorities for 2025/2026 and onwards. A final report will be made available in May.

Health Insurance Plan:

Lisa and Marie Young, CBRL's Bookkeeper, met with Custom Employee Benefits to discuss employee

health benefits. With the exception of unlimited drug coverage, the current plan, administered by Canada Life, does not provide adequate coverage for other services such as physiotherapy, massage, and chiropractic. It was moved by Coun. Longva, seconded by Coun. Steve Gillespie that a staff survey be conducted to gather feedback on health benefits. **MOTION CARRIED.**

Murdoch Moore moved the motion, seconded by Coun. Paruch to establish a sub-committee to review health Insurance rates and quotes. **MOTION CARRIED.**

Murdoch Moore, Kathy MacIntyre and Douglas MacLennan will serve on the sub-committee.

Equity, diversity, inclusion, accessibility (EDIA):

A staff in-service is scheduled for Friday, April 28th, with sessions focused on accessibility. In addition, a keynote address will be delivered by Tova Sherman, CEO of reachAbility. An invitation was extended to board members to attend. Sydney Library:

Library Branches

A leak was discovered in the ceiling at the McConnell Library, causing damage to books in the children's area. The roof has since been repaired.

New Central Library:

There have yet to be any updates concerning the building assessment of the Courthouse on Crescent Street.

Baddeck Library:

Board members met with Victoria County Council on March 20, 2023, with much of the discussion focused on the Baddeck Library. Although the branch is in an excellent location in the downtown core, the building is older and does not have a separate programming space. The lack of accessibility, including parking, is also a concern for the Board. Furthermore, a new location would mean a rent increase which would mean additional costs to the Municipality. Victoria County will consider this during their budget deliberations.

Ingonish Library:

Ingonish Library does not have a public washroom, and while library staff are permitted to use the washroom in the main part of the building, it requires the staff person to lock the library. Erin Phillips, Victoria County Library Supervisor, notified Coun. Larry Dauphinee of the lack of public washroom access at the branch. There was no response to the letter at the time of the meeting.

It was moved by Coun. Gillespie, seconded by Michelle Smith that the Board write a follow-up letter to Victoria County Council concerning the lack of washroom access and request that action be taken to find an accessible location for the Ingonish Library. **MOTION CARRIED.**

Florence Library:

Lisa shared the results of the community survey concerning usage of the Florence library.

It was moved by Terry Murray, seconded by Murdoch Moore to write a letter to CBRM's Mayor and CAO outlining the Board's concerns around low usage of the Florence Library. **MOTION CARRIED.**

Branch Hours:

Lisa reported staff shortages in New Waterford and Sydney Mines libraries. As a result, schedules will be revised with the possibility that some branch hours may need to be reduced.

Policies:

It was moved by Coun. Barbara Longva, seconded by Coun. Glenn Paruch that the 3 sets of policies, *Remuneration of Board member*, *Future Proposal for combined School-Public Libraries* and *Statement of Intellectual Freedom* be approved as presented. **MOTION CARRIED.**

Board Donation Policy:

It was moved by Terry Murray, seconded by Kathy MacIntyre that the policy be approved after the revision to the memorial donation for a current or former staff member. **MOTION CARRIED**

Code of Conduct:

Lisa shared a revised Code of Conduct with board members. Terry Murray questioned the section regarding offensive odours and their impact on an individual's human rights. The Board advised that a legal opinion should be sought on the policy. Following this, Lisa will share the policy with staff members for feedback.

Personnel:

Lisa provided an overview of the report from Alliance HR Solutions on the Library's human resource policies. Lisa will establish an internal committee of library staff to work on an Employee Handbook.

Murdoch Moore recommended that we continue using Alliance HR Solutions' expertise to advise on human resources policies.

Regional Librarian Annual Review

The annual review for the Regional Librarian will be completed in June by Board Chair Eldon MacDonald and Terry Murray.

Security:

Lisa reported incidents of vandalism at the Glace Bay Library and McConnell Library. The Cape Breton Regional Police responded to both incidents.

Date of next meeting:

It was suggested that Lisa in consultation with the Board's Auditor, determine the date of next meeting and AGM.

Adjournment:

On the motion from Murdoch Moore, the meeting adjourned at 9:25 pm.

Respectfully submitted,

Lisa Mulak, Secretary
Cape Breton Regional Library Board