



BOARD MEETING - NOTES
December 11, 2023

Members Present:

Coun. Eldon MacDonald, Coun. Steve Gillespie, Coun. Glenn Paruch, Douglas MacLennan and Kathy MacIntyre representing the Cape Breton Regional Municipality: Coun. Barbara Longva, and Terry Murray, representing the County of Victoria.

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

Call to Order:

Chair, Coun. Eldon MacDonald called the meeting to order at 6:05 pm.

Approval of Agenda:

It was moved by Douglas MacLennan and seconded by Coun. Steve Gillespie the agenda be approved with the addition of Library Community Cupboards to be discussed under other business.

MOTION CARRIED

Approval of Accounts- August, September and October 2023:

It was moved by Coun. Steve Gillespie and seconded by Douglas MacLennan that the accounts for August, September and October 2023 be approved as presented. **MOTION CARRIED**

Financial Statement to the end of October 2023:

It was moved by Kathy MacIntyre, seconded by Terry Murray to accept the financial statement as presented. **MOTION CARRIED**

Minutes of the September 11th 2023 Board Meeting:

It was moved by Douglas MacLennan, seconded by Coun. Steve Gillespie that the minutes of the September 11th Board Meeting, be accepted. **MOTION CARRIED**

Minutes of Special Board Meeting, October 17th 2023:

It was moved by Terry Murray, seconded by Kathy MacIntyre, that the minutes of the Special Board Meeting, be accepted noting a correction to the date of the meeting in the header. **MOTION CARRIED**

E-Vote Recorded- Sept 12th:

It was moved by Kathy MacIntyre, seconded by Coun. Barbara Longva, to accept the proposal by Intact for commercial and cybersecurity insurance for a one year term. **MOTION CARRIED.**

Correspondence:

The Board received two correspondence concerning membership with the Library Boards of Nova Scotia (LBANS). A letter dated October 5, 2023, from Annapolis Valley Regional Library's Board Chair outlined the strategic direction of LBANS. The letter was sent to all regional boards except for Halifax Public Libraries, as they previously withdrew membership. In response to Ms. Ness's letter, Dan Currie, Chairperson of Pictou-Antigonish Regional Library, acknowledged the important work carried out by LBANS and suggested an in-person meeting with board chairs and regional librarians. Lisa informed board members that at a recent Council of Regional Librarians (CORL) meeting, the challenge for board representatives to attend meetings was noted. LBANS meets in Truro approximately seven times per year. The consensus at the time was that funding discussions with the Province would not be negatively impacted if LBANS was dissolved.

Discussion took place on the progress LBANS has made since the last time the Board voted on continuing membership with the association. It was noted that former CBRL Board member and LBANS Chair Murdoch Moore made headway in advancing the strategic plan.

It was moved by Terry Murray, seconded by Coun. Steve Gillespie, that the Board write a letter to Ms. Ness indicating that the Board will be withdrawing its membership from LBANS. **MOTION CARRIED**

Regional Librarian's Report:

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

- All front-line staff will receive non-violent crisis intervention training focusing on verbal de-escalation.
- On December 1, 2023, the staff health benefit plan transitioned successfully to Blue Cross.
- Library staff came together for a programming development session.
- There was a brief disruption due to the NSCC construction impacting headquarters operations. Lisa and Eldon will meet with CBRM in the New Year to discuss ways to mitigate impacts when Phase 3 of the Charlotte Street redevelopment begins in May 2024.
- The new fish tank that the Kiwanis Club of Sydney donated arrived.
- New community members joined the Library Accessibility Committee.
- A staff working group will be formed to assess the replacement of the CBRL Bookmobile. Coun. Steve Gillespie will represent the Board on the committee.

It was moved by Coun. Steve Gillespie, seconded by Kathy MacIntyre, that the Regional Librarian's report be approved. **MOTION CARRIED.**

Fundraising/Communications Report – June 2022:

A copy of the Fundraising/Communications Report were included in the meeting package.

Lisa spoke about the LDF application for the Mi'kmaq hieroglyphics project in partnership with the Beaton Institute and the Mi'kmaq Resource Center.

Board members inquired about the CBRL Spelling Bee that takes place in September at Breton Brewing. Coun. Steve Gillespie and Kathy MacIntyre both expressed interest in assisting with the next spelling bee. Lisa will follow up with Tracy Wilson, CBRL's Coordinator of Community Support to arrange a meeting in March.

It was moved by Kathy MacIntyre, seconded by Douglas MacLennan that the Fundraising Report be accepted as presented. **MOTION CARRIED.**

Programs Reports – June 2023:

It was moved by Terry Murray, seconded by Douglas MacLennan, that the Programs Report be approved as presented. **MOTION CARRIED.**

Library Funding update:

Lisa reported on the work being carried out by CORL and NSPL towards a funding analysis in the areas of library staffing and salaries, as well as collections and technology. The research will help inform the required funding for libraries.

Coun. Eldon MacDonald has put his name forward to serve on the Library Funding Committee. A meeting to develop a terms of reference for the Committee is expected to take place before the holidays.

Budget 2024 Planning:

Lisa gave an overview of staff wages, noting that many salaries fall below a living wage. It is becoming more challenging to retain and recruit employees. CORL has submitted a request for bridge funding for the following operating year that will assist with budgetary pressures. The Board will hold a budget workshop in the New Year. At the workshop, the Board will discuss a strategy for expending reserve funds to supplement the operating budget.

Annual Investment review:

The annual investment meeting took place in November with the Regional Librarian, Chair and Treasurer in attendance. Discussion took place on the investment portfolio and possible measures to mitigate any future loss of the principal due to the market's volatility. Further discussion occurred on reserve funds and establishing a risk profile for investments.

It was moved by Terry Murray, seconded by Kathy MacIntyre, that a decision on the annual investment review will be included at the budget workshop. **MOTION CARRIED.** Coun. Steve

Gillespie voted no to this motion.

Program Room Policy:

It was moved by Coun. Steve Gillespie, seconded by Kathy MacIntyre, that the Program Room policy be accepted as presented. **MOTION CARRIED.**

Library Branches:

Lisa gave an overview on issues concerning unattended children in the library.

Florence Library:

It was moved by Terry Murray, seconded by Douglas MacLennan that due to low usage the Florence Library be closed effective March 31st. **MOTION CARRIED**

Lisa will notify CBRM of the closure and a press release will be prepared.

Glace Bay Library:

Lisa provided an update on the ongoing roof leaks at the Glace Bay Library. Cape Environmental assessed mould. A chemical treatment will be applied to clean the area once the roof is repaired. Other leaks in the roof will need to be addressed.

Baddeck Library:

Terry Murray noted that the roof of the Baddeck Library is leaking. Lisa will follow up with the Branch Supervisor concerning the leak.

An expression of interest was sent to BOLD regarding the Board's position on relocating the Baddeck Library to the Kidston Landing redevelopment. Lisa will follow up with Henry Fuller concerning the new library in Pugwash and the catchment population difference between the two communities.

Ingonish Library:

A follow up letter will be sent to CAO MacEachern, Victoria County concerning the lack of washroom facilities at the Ingonish Library.

New Central Library:

The engineering study on the former courthouse is now complete. It is expected that the report will be presented to the Council in January. Discussion took place on the need for public consultation and if there are other possible sites to be considered for a new library.

Other Business:

The Board discussed Community Cupboards and the Library's role in purchasing supplies. The Board decided that the Library will no longer accept cash donations for the community cupboard. Library staff will direct people to agencies such as food banks if they want to make monetary donations. We will continue to stock cupboards with donated food items.

Date of next meeting:

March 11, 2024, 6 pm.

Adjournment:

There was no motion to adjourn the meeting.

Respectfully submitted,

Lisa Mulak, Secretary
Cape Breton Regional Library Board