



BOARD MEETING - NOTES
June 12, 2023

Members Present:

Coun. Eldon MacDonald, Coun. Steve Gillespie, 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. Glenn Paruch, and Douglas MacLennan.

Call to Order:

Chair, Coun. Eldon MacDonald called the meeting to order at 5:05 pm.

Approval of Agenda:

It was moved by Murdoch Moore and seconded by Terry Murray the agenda be approved as presented. **MOTION CARRIED**

Approval of Accounts- February and March 2023:

It was moved by Coun. Steve Gillespie and seconded by Kathy MacIntyre that the accounts for February and March 2023 be approved as presented. **MOTION CARRIED**

Draft Financial Statements (Auditors' Report 2022-2023):

The Auditor's Draft Report was submitted to the Board to be reviewed. The Regional Librarian reported that a meeting was held with the Coun. MacDonald and the Auditor on June 5, 2023. Two Board members are required to sign-off on the balance sheet.

It was moved by Michelle Smith, seconded by Kathy MacIntyre that the Auditor's Draft Report be accepted as presented. **MOTION CARRIED**

2023/24 Business

Minutes of the April 2023 Board Meeting:

It was moved by Murdoch Moore, seconded by Coun. Steve Gillespie that the minutes of the April 4, 2023 Board Meeting, be accepted as presented. **MOTION CARRIED**

Special Board Meeting minutes- April 13, 2023

It was moved by Coun. Steve Gillespie, seconded by Kathy MacIntyre that the minutes of the April 13, 2023 Special Board Meeting, be accepted as presented. **MOTION CARRIED**

Election of Officers:

It was moved by Coun. Gillespie, seconded by Kathy MacIntyre, that Coun. Eldon MacDonald be re-appointed as Chair of the Board. Coun. MacDonald accepted the nomination. **MOTION CARRIED.**

It was moved by Murdoch Moore, seconded by Terry Murray, that the election for Vice-Chair be held off till the next meeting because Vice-Chair Douglas MacLennan was not present. **MOTION CARRIED.**

It was moved by Coun. Gillespie, seconded by Kathy MacIntyre, that Murdoch Moore be re-appointed as Treasurer of the Board. Murdoch Moore accepted the nomination. **MOTION CARRIED.**

Board Meeting Schedule for the year 2023/24:

The Regional Librarian informed the Board of the upcoming Board Meeting dates, September 11, 2023, December 11, 2023, and March 11, 2024. She asked the Board if meeting four times a year was sufficient. All Board Members agreed on the dates and meeting four times a year.

Approval of Accounts- April 2023:

It was moved by Murdoch Moore, seconded by Terry Murray, that the accounts for April 2023 be accepted as presented. **MOTION CARRIED.**

Library Budget 2023/24:

The Regional Librarian circulated the amended copies of the budget and informed the Board of a slight change. She said the adjustment has been made and asked the Board to approve the budget.

It was moved by Coun. Gillespie, seconded by Michelle Smith to approve the Budget with the slight adjustment, as presented. **MOTION CARRIED**

Financial Statement to the end of April 2023:

It was moved by Coun. Gillespie, seconded by Kathy MacIntyre, that the Financial Statement to the end of April 2023 be approved as presented. **MOTION CARRIED.**

E-Vote Recorded:

E-Vote: Approval of revisions to *Section 9.13: Conference/Workshop/In-service Attendance Policy* of the CBRL policy manual.

It was moved by Kathy MacIntyre, seconded by Coun. Glenn Paruch, that *Section 9.13: Conference/ Workshop, In-service Attendance Policy* of the CBRL policy manual, be approved, as revised. **MOTION CARRIED.**

Correspondence:

The Board received three pieces of correspondence acknowledging memorial donations.

Regional Librarian's Report:

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

- CBRL's Library of Things continue to evolve as new things are added for residents to borrow.
- Spring in-service took place on April 28, 2023 with focus on accessibility.
- The Library purchased a new Microfilm reader through Department of Communities, Culture, Tourism, and Heritage and the set-up process has begun.
- The work of the job classification committee is progressing.
- The community space in McConnell Library continues to be in high demand. The NS room is frequently required to fulfill the demand. Unfortunately, individuals requiring quiet work spaces and community groups needing meeting spaces are turned away.
- Since the Regional Librarian submitted her report, two staff have submitted their resignation, one being a retirement.

It was moved by Michelle Smith, seconded by Murdoch Moore that the Regional Librarian's report be approved as presented. **MOTION CARRIED.**

IACLA Accessibility Report:

It was moved by Terry Murray, seconded by Kathy MacIntyre that the accessibility report be accepted as presented. **MOTION CARRIED.**

Note: An acknowledgement will be sent to Cora Lee from the Board for all her efforts in making the Baddeck Fundraiser a success and that it was mentioned at the Board Meeting.

Fundraising/Communications Report – June 2022:

Copies of the Fundraising/Communications Report, submitted by Tracy Wilson, were provided to each Board member to be reviewed. Lisa asked for volunteers to be featured on the Library's social media to help promote the campaign.

Coun. Steve Gillespie said he would be happy to help in any way for the promotion of the *Books and Beyond* fundraiser.

It was moved by Murdoch Moore, seconded by Coun. Steve Gillespie that the Fundraiser Report be accepted as presented. **MOTION CARRIED.**

Programs Reports – June 2023:

Copies of the Programming Report, submitted by Tara MacNeil, were provided to each Board member to be reviewed.

It was moved by Kathy MacIntyre, seconded by Coun. Gillespie, that the Programs Report 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 on May 27, 2023.

Funding Needs Analysis:

Lisa circulated the funding needs analysis report and reviewed the proposed next steps for the fiscal year 2024/25.

A discussion took place on presenting the information contained in the report to CBRM and Victoria County.

It was moved by Kathy MacIntyre, seconded by Murdoch Moore that the report be approved as presented. **MOTION CARRIED.**

Policies:

It was moved by Coun. Steve Gillespie, seconded by Coun. Barbara Longva that *Code of Conduct* policy be approved as presented. **MOTION CARRIED**

Permission to table the meeting:

At the request of the Regional Librarian, Murdoch Moore made a motion to table the meeting, seconded by Coun. Steve Gillespie.

Permission to return to the meeting:

On the motion by Terry Murray, seconded by Kathy MacIntyre the meeting was taken off the table.

Health Benefit Plan:

Lisa circulated the Health Benefit survey. The survey focused on the health plan CBRL currently has compared to proposed health benefit plan. 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. The feedback from the employees was not sufficient to make a decision. The Board decided to hold off on making a decision.

It was moved by Coun. Steve Gillespie, seconded by Kathy MacIntyre that the Regional Librarian continues to investigate Health Benefit Plans that better suit staff needs.

MOTION CARRIED.

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.

Baddeck Library:

There is nothing new to report.

Ingonish Library:

Erin Phillips, Victoria County Supervisor, wrote Deputy Warden Larry Dauphinee a letter about the washroom situation in Ingonish Library. In his reply, he indicated that the relocation of Ingonish Library at this time is not feasible because of the lack of office buildings; however, a public washroom is being built in a facility down the road.

Florence Library:

Since April, library staff working in Florence have been capturing data around each library visit in an effort to determine viability and future services in this area. Lisa will provide a report on the data at the next meeting.

North Sydney/ Sydney Mines Library:

Lisa reported a retirement in the North Sydney Library. A former employee has applied but can't start until September. Branch Supervisor is working on schedules to cover the hours in both the branches. Branch hours in Sydney Mines and North Sydney may be temporarily reduced in order to bridge the staffing shortages.

New Central Library:

There is nothing new to report. The report on the viability on the former courthouse building is not yet available. Board suggested to have a special meeting when the report is released.

Storyteller-in-Residence:

Lisa reported that Bill Conall, CBRL's Storyteller-in-Residence's term is coming to an end. The program will be on hold for a year to give library staff time to research other models of "in residence" terms.

The Board would like to thank Bill Conall for his services as Storyteller-in-Residence.

Regional Librarian Annual Review

The annual review for the Regional Librarian is scheduled for July 10.

Date of next meeting:

September 11, 2023, 6 pm.

Adjournment:

On the motion from Coun. Steve Gillespie, seconded by Kathy MacIntyre, the meeting adjourned at 9:30 pm.

Respectfully submitted,

Lisa Mulak, Secretary
Cape Breton Regional Library Board