



BOARD MEETING - NOTES

September 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; Murdoch Moore representing the Province of Nova Scotia.

Call to Order:

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

Approval of Agenda:

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

Approval of Accounts- February and March 2023:

It was moved by Coun. Barbara Longva and seconded by Douglas MacLennan that the accounts for May and June and July 2023 be approved as presented. **MOTION CARRIED**

Financial Statement to the end of July 2023:

It was moved by Coun. Glenn Paruch, seconded by Kathy MacIntyre to accept the financial statement as presented. **MOTION CARRIED**

2023/24 Business

Minutes of the June 2023 Board Meeting:

It was moved by Murdoch Moore, seconded by Coun. Glenn Paruch that the minutes of the June 12, 2023 Board Meeting, be accepted with the amendment of the typo "March 11, 2023 to March 11 2024". **MOTION CARRIED**

Election of Vice Chair:

It was moved by Coun. Glenn Paruch to nominate Douglas MacLennan as Vice Chair. With no objections presented Douglas MacLennan was re-appointed as the Vice Chair of CBRL Board.

Correspondence:

There were no pieces of correspondence received at the meeting.

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.
- Back to School Clothing drive was a success and was featured on CBC National. Board member Coun. Barbara Longva complimented on this wonderful idea.
- The Bookmobile is approaching its eighth year on the road. In the last number of months, repairs are approaching \$12,000. Library staff are evaluating and assessing a new vehicle for the service.
- The Kiwanis Club of Sydney is celebrating its 100th anniversary and to honour the occasion, a donation of \$15,000 was given to CBRL. The funds will be used to purchase a 200 gallon fish tank for the McConnell Library and the remainder of the monies will fund a second installment of the Stories to Share book bags.
- Three new staff have been hired to fill various positions in library branches.
- An open house was held at the Louisbourg Library to honour Darlene Leahy's retirement.

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

Fundraising/Communications Report – June 2022:

Copies of the Fundraising/Communications Report, submitted by Tracy Wilson, were provided to each Board member to be reviewed.

It was moved by Murdoch Moore, seconded by Douglas MacLennan 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 Coun. Glenn Paruch, seconded by Kathy MacIntyre, that the Programs Report be approved as presented. **MOTION CARRIED.**

Library Boards Association of Nova Scotia (LBANS):

Murdoch Moore presented a verbal report to the Board. They have not met since May. There will be a virtual meeting in September.

It was moved by Murdoch Moore, seconded by Douglas MacLennan that the LBANS report be accepted as presented. **MOTION CARRIED.**

(CORL) Funding Needs Analysis:

CORL has prepared an RFP to seek the services of an HR consultant to organize research on staffing and salaries for a Funding Analysis. Concurrently, CORL and NSPL members will gather data on Collections and Technology to inform this analysis further. Both reports have an expected completion date of October 31, 2023

Health Benefit Plan:

A broker from an Ontario firm presented a revised quote from Blue Cross. However, we have an established relationship with a local firm that the Board has worked with in the past that could represent CBRL with Blue Cross. A Letter of Agreement would be required to continue with the local insurance broker.

It was moved by Coun. Glenn Paruch and seconded by Murdoch Moore that the Board appoint Custom Employee Benefits to represent the Board in negotiating a benefit package with Blue Cross. **MOTION CARRIED.**

Pandemic Supports/ Sick Leave:

Plexiglass barriers are still in place at branches. Lisa expressed concerns about the barriers impeding accessibility and the proven ineffectiveness of reducing the spread of COVID.

It was moved by Coun. Steve Gillespie and seconded by Coun. Glenn Paruch to remove all plexiglass barriers by the end of October giving the Regional Librarian authorization to put them in place again if needed. **MOTION CARRIED.**

The policy on pandemic sick leave will remain in place.

Charlotte Street Closure:

The third phase of the Charlotte Street renovation project scheduled to begin May 2024 will have a significant impact to library operations in particular the Bookmobile and shipping and receiving. A meeting with Michelle Wilson, Downtown Development Association, and CBRM will be requested. The purpose of the meeting will be to discuss ways to mitigate interruptions to library operations.

Investment Policy:

Lisa is seeking the expertise of the Board's auditor, Daren Chiasson, on drafting an investment policy.

Library Branches:

Baddeck Library:

Rosella Born, BOLD, requested that two Library representatives attend a meeting scheduled for Wednesday September 27 with members of Victoria County and BOLD. The purpose of the meeting is to look at various scenarios that would allow for the Library to be included in the Kidston Landing redevelopment keeping within the County's ceiling of \$3000 monthly rent. The Board discussed that this would mean the Library footprint would be limited to 3,000 sq ft at most.

It was moved by Terry Murray, seconded by Coun. Glenn Paruch that the Board declines to be part of the BOLD Development where a library does not meet the 5000 sq. ft as required by

standards. **MOTION CARRIED.**

Florence Library:

Since April, library staff working in Florence have been capturing data around each library visit in an effort to determine how and why individuals are using the branch. The reports show the majority of visits to the branch are to borrow library materials which could be accommodated by a bookmobile visit. Lisa will request a meeting with CBRM and Coun. Gordon MacDonald to discuss next steps. Board members unanimously recommended a permanent closure of the Florence branch given its close proximity to other locations.

Glace Bay Library:

A leak was discovered in the ceiling of the program room at the Glace Bay Library. There is concern about mould growth due to the water. The building owner, Earl Morgan, has hired a roofing company to find the source of the leak. Mr. Morgan has also agreed to have a company assess for mould. Lisa and Coun. Eldon Macdonald will request a meeting with the building owner.

New Central Library:

The report on the viability of the former courthouse building is not yet available.

Victoria County:

The Board's letter dated to Victoria County outlining deficiencies related to the lack of public washrooms at the Ingonish Library and parking at the Baddeck Library was not addressed at Council. Lisa will inquire with the county staff on whether the letter will be included in the council agenda and, if not, what the proper protocol is in bringing these matters to the attention of Council.

Other Business:

Lisa will be meeting with the representative from Brokerlink on the renewal of the Library's commercial insurance. Discussion took place on the possibilities of working with a local insurance provider and the consideration of going to tender in the future. Lisa will update the Board on the cost of the renewal.

Date of next meeting:

December 11, 2023, 6 pm.

Adjournment:

On the motion from Kathy MacIntyre, seconded by Murdoch Moore the meeting adjourned at 10 p.m.

Respectfully submitted,

Lisa Mulak, Secretary
Cape Breton Regional Library Board