

MINUTES OF THE MEETING OF THE SOUTH SHORE REGIONAL LIBRARY BOARD, FEBRUARY 21, 2006 HEADQUARTERS AT 6:00 P.M.

Those present: Mr. Don Zwicker, Chair
Mrs. Cynthia Bruhm
Ms. Amanda Dexter
Councillor Wayne Henley
Ms. Tina Hennigar
Mr. Tom Sheppard
Mrs. Wilma Stewart-White
Mr. Alan Wilson
Ms. Janet Clark, Secretary/Treasurer
Mr. Jeff Mercer, Branch/Extension/Systems Librarian
Ms. Cathy MacDonald, Mobile/Technical Services Librarian
Mrs. Lynn Robart Recorder

Winnifred McCarthy represented the Staff Association

Councillor Robert Myra, Councillor Karen Dempsey, Ms. Clara Dugas, Councillor Beverlee Brown, Ms. Marie Hogan Loker and Debra MacLean sent their regrets.

Councillor Heather-Anne Getson was unable to attend.

MINUTES

Motion: “THAT the South Shore Regional Library Board approve the minutes of the January 17, 2006 Meeting as circulated.”

WILSON/Bruhm All in favour. Motion carried.

BUSINESS ARISING FROM THE MINUTES

.01 Update – new Bridgewater Library

Chair Zwicker is optimistic about the possibility of a new Bridgewater Branch at the Canadian Tire site. The Canadian Tire Corporation Real Estate Division representative has given written permission to evaluate the site. We must leave it in the same condition in which we find it. Canadian Tire will accept no liability for loss or injury during the process. Canadian Tire will take responsibility for an environmental assessment when the property is transferred to a new owner. Chief Librarian Janet Clark, Warden Jack Wentzell, Councillor Beverlee Brown, Mayor Carroll Publicover and Chair Don Zwicker met on February 6 to discuss the issue and that evening Don made a presentation to Bridgewater Council. Council seemed to be relatively on side. The RFP for assessment of the site as a library was sent out to three companies and at this time, two have responded; closing date is March 2nd. Town of Bridgewater has committed \$6,000 toward the evaluation.

Cathy MacDonald showed the Board the “Bridgewater Library is a priority” poster and post cards we are distributing in response to the Town’s advertisement in the *Bulletin* requesting input from residents on priorities for the 2006-07 budget. Bridgewater Library staff and the Friends of the Library are distributing the postcards to Town residents.

.02 Audit committee – tabled to next meeting

.03 Gift and Display Policy

A copy of the proposed changes of the Gift and Display Policy along with the present copy was circulated with Notice of meeting. Jeff Mercer spoke about the changes.

The Board agreed that the line “1 which might be found in galleries or museums” should be removed from the second page, first paragraph. Also, “in consultation with Branch staff” be added to the section of the policy saying who decides what can be displayed.

Motion: “THAT the South Shore Regional Library Board approve the Gift and Display Policy with amendments as discussed.”

HENLEY/Bruhm All in favour. Motion carried.

.04 School Visits

Cathy MacDonald reported on recent school visits, in response to a request from Tom Sheppard. Wilma Stewart-White asked about the state of school libraries, what we can do to help them and whether there are possibilities for funding to help schools. Cathy responded saying school libraries are in an abysmal state. School Boards do not have the resources to provide the library materials and staff they need. This does not seem to be a priority for the Department of Education. If we were to provide school service, we would have to redirect our resources and community/public library service would suffer. Tom said, he would like to see us reaching school children, they are our future users. Cathy talked about the programs Heather Stevens is offering to parents and children younger than school age, which are receiving rave reviews and reaching kids before they get to school. Cathy said that some parents are reluctant to sign up for a library card for their children because they are afraid of the charges that might come from overdues or loss. Some Moms initially do not want their kids to touch the books because of fear that they will damage them. Heather is overcoming those sorts of barriers to some extent. Wilma suggested finding corporate sponsors for school outreach.

Alan asked how the school visits worked. Cathy said that groups of 10-12 children come to the bus, staff give an introduction to the collection, bookmarks and registration forms, and the kids have a brief browsing time. Don Zwicker and Janet Clark said this is an issue of resource allocation; we can spread ourselves only so thin. This is a perennial problem; children need school libraries and no agency has the resources to supply them. Ultimately it is the school's responsibility to provide library service for their students.

ITEMS RECEIVED

.01 Letters regarding Library Book Rate

Luc Rouleau, Director of Ministerial Correspondence Secretariat, Canadian Heritage, and Moya Greene, President and Chief Executive Officer, Canada Post Corporation both wrote to our borrower David Brattston, stating they support the Library Book rate.

.02 Mobile – Fuel

Bridgewater Town Manager Ken Smith sent us a copy of a letter from Adrian Fuller, District Manager, Nova Scotia Environment and Labour, stating that only Town staff could use the card lock system on the Town's fuel tanks which have recently been changed. While the change has been happening we have been buying our fuel from service stations, which is costing us a lot. Chair Don Zwicker has contacted Mr. Fuller who says if the Town OKs it, the Library can continue to use the tanks. Don has also contacted Ken Smith and asked him to clarify this with Mr. Fuller. We hope this will be rectified soon.

.03 Leave of absence – Anne Everts

Motion: "THAT the South Shore Regional Library Board grant Anne Evert's request for leave without pay from May 16 – June 24, 2006 inclusive."

SHEPPARD/HENLEY All in favour. Motion carried.

.04 LBANS Conference Ideas

Janet Clark had received a request from Michael Colbourne, User Services Librarian at Provincial Library for ideas of topics for the upcoming joint conference of LBANS/NSLA. This conference is being held from September 29 – October 1 in Halifax. Cindy Bruhm suggested an examination of the relationship between schools and public libraries and the needs for cradle to grave service.

CHEQUES ISSUED JANUARY 2006

Motion: "THAT the Library Board accept the list of cheques issued in January totaling \$22,291.67 as circulated."
BRUHM/Wilson All in favour. Motion carried.

3RD QUARTER SPENDING REPORT

Motion: "THAT the South Shore Regional Library Board receive the 3rd Quarter Vehicle Report as circulated."
WILSON/Bruhm All in favour. Motion carried.

Cathy Macdonald, Mobile/Technical Services Librarian reminded the Board that Mobile #2 is 17 years old, while Mobile #1 is 12 years old and that the Board would have to look at replacement in the future. Councillor Henley wondered what the price of refurbishing the bus would be. Chair Zwicker said that has already been done and the cost ran about \$65,000.

PUBLIC RELATIONS REPORT – see attached

3rd QUARTER SPENDING REPORT

Motion: "THAT the South Shore Regional Library Board receive the 3rd Quarter Spending Report as circulated."
HENLEY/Bruhm All in favour. Motion carried.

LBANS Report – Marie Hogan Loker had asked Janet Clark to remind everyone to read the LBANS Info issue circulated with the Notice of Meeting.

UPCOMING PLANNING EXERCISE

Staff will take part in a planning exercise to revisit the "areas of emphasis" approved in 2004 tentatively scheduled for Monday, May 8th. We would like Board representation and it has been suggested that the Board Chair and one of our newer members represent the Board. Tina Hennigar thought she would be able to attend.

STAFF ASSOCIATION

Winnifred McCarthy said she had no major issues to raise from the Staff Association. She did report that numbers for the Seniors' Café are up and that the Thursday evening Computer Tutors are completely booked in Bridgewater and Lunenburg and numbers are picking up in Liverpool.

Chair Zwicker said he is always pleased when the Staff Association member has no concerns to bring to the Board.

POSTERS

Janet Clark showed the Board the posters that Teresa Workman, Public Relations Coordinator, had prepared for March Break and Lunenburg Movie Night. Chair Zwicker added that they were very professionally done, that our \$7,000+ printer has been a good investment

DATE, TIME AND PLACE OF NEXT MEETING

The next regular meeting will be at HQ March 21, 2006 at 6:00 p.m. Tom Sheppard suggested we move meetings around to Branches so Board Members could be reminded of the locations and their concerns. He was asked to raise this again at the next meeting.

ADJOURNMENT

Mr. Tom Sheppard moved that the meeting be adjourned.

H.M. Janet Clark, Secretary/Treasurer

Don Zwicker, Chair

11 South Shore Regional Library Gifts and Displays

South Shore Regional Library will provide equitable access to an organized collection of resources providing information, culture, education and recreation to the people of Lunenburg and Queens. Mission Statement. 1994

The Library as a publicly owned institution is for the use and enjoyment of all. Donor support is greatly appreciated. Gifts of books, material, or money for the purchase of books, materials, equipment or facility enhancement are welcome.

Donations of Books and Other Library Materials

We accept donations of books and material in any format with the understanding that Library staff may dispose of them in any way. We make the decision about adding a donation to the collection on the same basis as we decide to purchase an item. (See Materials Selection Policy). Materials we are unable to use in our collection may be put into our book sale which funds purchases of new materials. We can issue a receipt for the donation if the donor provides a written evaluation acceptable to an auditor. If we do keep an item, it will initially be housed in the Library service point preferred by the donor but will be available to all borrowers, including other libraries, and may eventually be moved to another service point or withdrawn from the collection.

Donations of Funds

We welcome gifts of money and issue receipts for income tax purposes for gifts over \$10.00. Gift funds are normally used to enhance the collection and items purchased are chosen according to the *Materials Selection Policy* adopted by the Library Board in 1988. We may solicit donations for specific purposes such as a special program or a new Branch Library building and furnishings and will acknowledge donations for such purposes appropriately. A donor may suggest use of a gift for a particular branch, program, service area (e.g. children's), collection subject area, or simply where the Library sees a need. We are pleased to accept donations in honour of a person or special occasion or in memory of a friend or relative. We place a bookplate identifying the donor (unless the donor wishes to remain anonymous) and the person honoured by the gift, when appropriate, in materials purchased with gift funds. Materials purchased with gift funds are part of the total collection, available to all borrowers, but are normally housed in the Library service point specified by the donor for at least five years.

Bequests

Bequests are welcome and will be acknowledged appropriately, as decided by the Chief Librarian, in consultation with the Library Board when he/she feels it necessary. We will comply as nearly as possible with the wishes of a legator so long as such compliance is in accordance with Library Policies and the principles of public libraries. When compliance would require significant expenditure of the Library's funds, the Library Board and Chief Librarian will weigh the benefits and disadvantage of the expenditure before deciding whether to comply.

Art

The Library's resources are in many formats and are meant to be used in appropriate ways by individuals. The collection does not normally include works of art or craft or artefacts.

We accept donations of works of art and similar items on the understanding that they may or may not be displayed on Library premises and may be disposed of by raffle, sale, donation to some other community institution, or other means. We will issue a receipt for income tax purposes to the donor of such items who provides a written evaluation acceptable to an auditor.

We will make every effort to comply with a donor's request that a gift of this type will be housed in a specific library location. Unpredictable changes in library physical facilities and service requirements may necessitate later modifications in these arrangements.

Displays

Library service takes precedence in any Library location.

Any group or individual may post notices on the bulletin boards near the entrances to Town Branches. Library staff will clear these bulletin boards periodically but otherwise will take no responsibility for what is posted on them.

Other Library bulletin boards are for Library use. Only Library staff may post material on them.

The Branch/Extension/systems Librarian, in consultation with Branch Staff, may approve the use of Library space for displays of art, historical items, etc. Acceptance of such displays will be based on space required, purpose and possible community interest. Items on display may be made available to sale to the public, at the discretion of the owners. If that is the case, the owner may include contact information alongside the items, on business card-sized tags. Library staff will not conduct any transactions related to the sale of displayed items. Commercial items will not be approved for display. Neither the Library nor the owner of the premises housing a Branch Library take any responsibility for the set-up and removal of displays (which must be arranged with the Branch/Extension/systems Librarian), not for the safety of items on display while they are in the Library.

Groups or individuals may arrange to lend art, historical items, etc. to the Library on a long-term basis through discussion with the Chief Librarian and Library Board. Agreements to accept such long-term loans will address concerns similar to those outlined above.

See also the Board's *Meeting Room Policy, 2003* and *Materials Selection Policy, 1988*.

Approved by Library Board, August 19, 2003
Amendment February 21, 2006

1 South Shore Regional Library

Public Relations Report to the Board, February 2006

Fundraising

Peggie wrote to the Bridgewater Rotary Club, asking for a donation to the Tale Spinners program. Although their funds are committed for this fiscal year, they invited us to their January meeting to discuss the program and the need for dollars. Heather and Teresa attended to discuss Library services in general and then focused on Tale Spinners and the popularity of the program among the toddler set. Heather ended the talk with an enthusiastic reading of Chica Chica Boom Boom which was very well received by the Rotarians, who asked several questions about the cost of administering the program and the different ways they might be involved. We are hopeful that they will consider us in their next selection process. Canada Council funding has been approved for three author readings this spring/summer. Children's author Linda Bailey will visit the Liverpool Library in April as part of the Hackmatack author tour. Catherine Bush will visit the Lunenburg Library in April and Margaret Atwood will be at the Pearl Theatre in July as a fundraiser hosted by the Friends of the Library. The Friends of the Library continue to meet and await word on how they can be of assistance with a new Library for Bridgewater and area. We have submitted an application to the Office of Economic Development (OED) for funding to cover the portion of the assessment study on the former Can. Tire building that the Town of Bridgewater's contribution will not cover. The RFP for that study is complete and will be released on February 14, 2006. Other fundraising initiatives include applications to ABC Canada for story circle and new book grants.

Advocacy

The Town of Bridgewater is in the process of setting its budget priorities for 2006/07 and has issued a public call for input. Together with the Friends of the Library, staff will encourage those who live in the Town to call, write or attend a council meeting in the next few weeks to let Town Council know that they think a new library is a high priority. Materials will be available at the Board meeting.

Programming

Attendance at all library programs has increased since our inclusion in the Lunenburg County Co-operative Recreation Guide after Christmas. A similar flyer was distributed in Queens County as well. Basic computer programs are full until May, new seniors continue to show up at the Seniors' Library Cafés, the Passion & Upstairs programs are running well and Tale Spinners programs are near capacity. Our latest venture - Movie Night at the Library - is growing in popularity and storytimes at Lunenburg and Bridgewater Libraries are filled to overflowing. In fact, 20+ kids and their parents turned out for storytime last week in Bridgewater. This is more than the room should hold so we may have to hand out tickets or offer two sessions to maintain order. What a great problem to have! A playgroup in Mahone Bay with over 60 people (parents and kids) has asked Heather to make regular appearances. Work is currently under way to finalize plans for April - June programming, which will be advertised in the spring Recreation Guide.

Respectfully Submitted,

Teresa Workman

Public Relations Coordinator