

MINUTES OF THE SOUTH SHORE REGIONAL LIBRARY BOARD
JANUARY 30, 2007 AT THE HEBBVILLE HEADQUARTERS AT 6:00 P.M.

Present: Chair Marie Hogan Loker
Councillor Beverlee Brown
Mrs. Cindy Bruhm
Councillor Karen Dempsey
Ms. Clara Dugas
Ms. Tina Hennigar
Councillor Susan MacLeod
Mrs. Wilma Stewart-White
Mr. Alan Wilson
Councillor Don Zwicker
Ms. H.M. Janet Clark, Secretary/Treasurer
Ms. Cathy MacDonald, Mobile Branch/Technical Services Librarian
Mr. Jeff Mercer, Branch/Extension/Systems Librarian
Ms. Teresa Workman, Public Relations Coordinator
Mrs. Lynn Robart, Recorder

Mr. Tom Sheppard, Amanda Dexter, Councillor Heather Anne Getson, Ms. Debra MacLean and Councillor Robert Myra were unable to attend.

Chair Marie Hogan Loker started the evening by saying that a number of positive things are happening and she hoped the "FULL MOON" wouldn't affect our meeting.

Marie welcomed Rob Cook from G. Cook & Sons Financial Services Inc., broker for our employee Health/Dental Insurance Plan. Rob circulated a summary of renewal rates quoted by Great West Life. There was a slight increase in Employee Term Life, AD&D and Long Term Disability due to the demographics of our group. The Healthcare, Drugs, Dental care and Vision care costs are based on the usage history of the group. The quote shows a slight decrease in Dental coverage cost and an 11.8% increase in the Health care portion, which includes coverage for prescription drugs, orthotics, chiropractic, etc. We have 100% drug coverage, which is fairly generous. Employees do pay a dispensing fee. Costs of the complete plan are split 50-50; employees and the Board each pay half. One alternative is to go with an 80/20 split for drugs. Rob said this is a fairly common arrangement. Great West Life told Rob that our premiums would remain, as they are if we chose that option. Janet Clark said that the 80/20 split is fairly common but it is also true that some employers pay the entire cost of plans with that split. Janet said she asked the members of the plan about the 80/20 idea; opinions were evenly split, some favoured the 80/20 split, some favoured higher premiums. Some pointed out that employees did not get the full cost of living increase in our salaries last year. Some mentioned the possibility of major illnesses (e.g. cancer) requiring expensive drugs over a long period of time. Alan asked whether the plan is compulsory. Janet said that all staff who work over 25 hours per week pay into the Long term Disability and Life part of the plan, and must belong to the Health/Dental/Vision part if not covered by another plan, e.g. a spouse's. Rob suggested a program to increase awareness of costs – sometimes

BUSINESS ARISING FROM THE MINUTES

.01 Bridgewater Library

Teresa Workman is waiting to hear from the local Canadian Tire Dealer, Russell Unilowsky, with his support for the proposal that the former Canadian Tire building be donated to the Town for a new library. This proposal will be sent to Martha Billes the major owner of Canadian Tire. Town Manager Ken Smith has worked with Teresa Workman in putting this proposal together; the Town will send the proposal with our support.

.02 RBR Developments – Proposal

As decided at the previous Board meeting Tom Sheppard, Don Zwicker and Marie Hogan Loker read the proposal for a fundraising feasibility study from RBR Developments. Marie suggested we take the next step and agree to the proposal. Don Zwicker said the sooner we get started the better. Councillor Brown suggested we skip the feasibility study and start fundraising; we could invest the \$15,000 cost of the study in actual fundraising. Janet Clark said that professional fundraisers always recommend a feasibility study – it saves effort and helps in planning successful fundraising projects, and actually may save money that might otherwise go to efforts that fail. Teresa added that the feasibility study would tell us what the climate is for fundraising and where to start. Alan asked if the feasibility study would be very discreet and yes it would. Wilma Stewart-White added that we are moving ahead instead of standing still.

Teresa said we had applied for partial funding from the NS Office of Economic Development (OED) the last time we considered a fundraising study and we could reapply now. We are still waiting for a response to an application for help with the Cameron study of the former Canadian Tire building that was done last fall. Teresa also added that the Friends of the Library have funds and might want to contribute to the cost of the RBR study. She also said that RBR knows for certain that there is lots of fundraising competition and that South Shore residents are donating to Halifax organizations. Alan Wilson reminded us that the feasibility study might tell us that we should not try to raise large amounts now. Teresa said it might also give us information about public attitudes to the library, which could assist us in planning.

Motion: “THAT the South Shore Regional Library Board agree to allot the \$15,000 for the fundraising feasibility study proposed by RBR Developments.”

WILSON/Dempsey All in favour. Motion carried.

.03 Proposed Mobile Service for Caledonia School

Mobile Branch/Technical Services Librarian Cathy MacDonald reported that Library Assistant Anne Everts, Driver Dave White and Board Member Tom Sheppard met with David O'Quinn, principal of the school in Caledonia about a temporary library service. They made sure Mr. O'Quinn understands that the Library does not monitor what people borrow and that responsibility for materials is with borrowers – teachers, pupils, or the school. On February 13 Anne Everts and Christina Pottie will conduct a meeting with staff at the school. Marie Hogan Loker acknowledge Tom Sheppard for his help.

.04 Board Member Amanda Dexter

Janet Clark reported that we sent a registered letter to Amanda Dexter asking her intentions with regard to the Library Board. When she started working a long distance away, Amanda said she still wanted to be a part of the Board but she has not attended meetings. Janet has called and sent emails. The Board agreed Amanda Dexter should be removed from the Board membership in accordance with our by-laws. Alan asked that a letter be written to Amanda.

ITEMS RECEIVED

.1 Deborah Davis, Director General, Industry Canada

Deborah Davis wrote in response to our letter about [C@P](#) funding. Branch/Extension/Systems Librarian Jeff Mercer said we have funds until the end of this fiscal year. Janet added that we have two [C@p](#) Staff for a short term.

.2 Town of Mahone Bay – appointment of Mrs. Wilma Stewart-White

The Town of Mahone Bay wrote notifying us of the reappointment of Wilma Stewart-White as the Town's representative on the Board. Chair Hogan Loker thanked Wilma for her support.

.3 Pictou-Antigonish Regional Library Board letter to Minister

Pictou-Antigonish Regional Library Board wrote to the Minister of Education regarding the funding formula and library standards, and emphasizing that Boards and LBANS must be involved. Alan Wilson noticed that the letter did not mention CORL as a group which should be involved. The Board agreed to write a letter to the Minister of Education supporting the Pictou-Antigonish letter and expressing frustration about the amount of work that Boards, municipalities and library staff have put into establishing the funding levels needed for service and developing funding formulas with no implementation resulting.

.4 NS Provincial Library Strategic Plan – Highlights

Nova Scotia Provincial Library Strategic Plan highlights brochure was distributed to the Board.

.5 Anne Evert's Retirement

Anne Everts wrote announcing that she will retire as Library Assistant, Mobile Branch I, effective May 5, 2007. Anne wrote that she had enjoyed her time with us and thanked Cathy MacDonald for allowing her to do the job the way she felt it should be done. Wilma Stewart-White suggested that we refuse the resignation and requested that Anne be chained to the Mobile so we can keep her. A farewell event will be planned.

.6 Read to Me

Read to Me Program has been nominated for the international Astrid Lindgren award for family literacy programs. Alan Wilson mentioned that he and Budge had met visitors investigating the program in relation to the award; on their return to Sweden they began implementing some aspects of it immediately.

CHEQUES/DEPOSITS FOR NOVEMBER & DECEMBER 2006

Motion: "THAT the South Shore Regional Library Board receive the list of cheques issued during November and December 2006 totaling \$36,869.50 and \$36,083.60 respectively."

BROWN/Bruhm All in favour. Motion carried.

PLANNING SESSION UPDATE

Cathy MacDonald reported we originally started this Planning Process in 2002 and resumed in May 2006. Tom, Don, Clara and Marie have been attending from the Board. The next session will be February 13. Hopefully we will be able to bring the complete report back to the Board in June. John MacLean is the facilitator.

JOB DESCRIPTIONS

Three job descriptions were circulated with Notice of Meeting. Jeff informed the Board that the two Library Assistant job descriptions were just revisited and updated, for example changing references from the card catalogue to computer. The Sunday Student Library Clerk is a new position, which was discussed at the last Board Meeting.

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Motion: "THAT the South Shore Regional Library Board adopt the job descriptions of Library Assistant IV in Bridgewater, Library

Assistant II in Lunenburg and Student Library Clerk in Lunenburg.”

DEMPSEY/Hennigar All in favour. Motion carried.

PUBLIC RELATIONS REPORT

The Public Relations Report was circulated with Notice of Meeting. The Adopt-a-book campaign was very successful, we raised over \$15,000 and approximately 520 books, and donations are still coming in.

FINANCE COMMITTEE MEETING

The Finance Committee needs to set a date to look at the 3rd Quarter Spending Report. (Marie Hogan Loker, Tom Sheppard, Karen Dempsey, Debra MacLean, Janet Clark and Lynn Robart.) Janet will try to set up a date by e-mail.

LBANS REPORT

-LBANS Executive met on Saturday, January 13, 2007 in Truro. Provincial Librarian Jennifer Evans joined the meeting and led a dialogue on the Nova Scotia Library Strategic Plan. There was a great deal of discussion on the role of LBANS in the Plan, and methods for including our comments and concerns in the final results were presented.

-LBANS Executive will meet with Jennifer Evans on February 10 for a preliminary analysis and redrafting of Library Standards for Nova Scotia. In-put has been requested from trustees and staff of each region. Some comments and suggestions have been received from SSRL Board members. A special meeting of our trustee executive committee and staff will be held on February 6 for further discussion.

-LBANS is still working to secure a meeting with the Minister of Education. Trustees will be informed by e-mail when this takes place and what discussion took place.

-A summary of the excellent Town Hall which was held at the Fall NSLA/LBANS Conference was circulated to members. The topics will be reviewed periodically and actions regarding them will be forwarded to members.

-Based on the meeting with the Deputy Minister of Education regarding school housed public libraries Gary circulated relevant articles from ALA, Alberta and Saskatchewan. It was agreed that when LBANS meets with the Minister she will be told about this. It will be suggested that if the Department is interested in pursuing a joint library venture in the future each local Library Board should be part of the process from the very beginning as there will be a number of concerns to all involved.

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OTHER

- Tina Hennigar informed the Board that the Hennigars are considering ways to establish a memorial to Marg Hennigar. Sponsoring a room in the new library or

a shelf or something similar are possibilities, no decisions have been made yet. When we are fundraising we should contact them to discuss this.

- Don Zwicker's wife Frances Jewel Dickson has written a book, *The DEW Line years: voices from the coldest Cold War* which will be published in the Spring by Pottersfield Press.
- One of the Friends of the Library is making "mini dream book" pins and earrings; the Library receives a portion of the sales as a donation.

DATE, TIME AND PLACE OF NEXT MEETING

The next regular meeting is February 20, 2007 at 6:00 p.m. Tom Sheppard will chair that meeting, as Marie Hogan Loker will be away.

ADJOURNMENT

Don Zwicker moved that the meeting adjourn.

Marie Hogan Loker, Chair

H.M. Janet Clark, Secretary/Treasurer

**South Shore Regional Library Board
Public Relations Report
January 2007**

Adopt-a-Book

Our Adopt-a-Book campaign was an outstanding success this year. The number of books adopted, 470, represents an increase of more than 100 books over 2005 totals. On the cash side, the final total of \$15,100 is \$5,000 higher than last year. Donations are still coming in. There were more online donations this year and our direct mail campaign was also well received. Bottom line, it seems the easier we can make it for people to give, the better our results.

Fundraising

Our application to the Canada Council for the Arts was successful. We received funding of \$1,875 to bring in five authors, three children's writers whose books are on the Hackmatack shortlist and two adult authors. Tom Gallant, Stonehurst, will read in Bridgewater in mid May and Kenneth J. Harvey, Cupids, Newfoundland & Labrador will read at the end of May in Lunenburg. We are also hosting Don Hannah, playwright and novelist Feb. 3 in Lunenburg at 2 p.m.

Programming

What's New at the Library? was included in the recreation brochure distributed earlier this month. The opening page of What's New carries the tagline: "t all starts with The Library Card," to highlight programs and services that are available free of charge at library branches. Some programs are filling up quickly, such as Basic Computer Skills for Seniors. The first two sessions in Bridgewater are full and a waiting list is being kept for future sessions. Other programs are also filling up. SSRL has a full-page ad in the Municipality of Chester Recreation and Parks Department brochure. The ad includes an application form for a library card and details on mobile branch community stops.

Respectfully submitted,

Teresa Workman
Public Relations Coordinator