

1 MINUTES OF THE GENERAL MEETING OF THE SOUTH SHORE REGIONAL LIBRARY BOARD, JUNE 19, 2007 AT THE HEBBVILLE HEADQUARTERS, 7:30 P.M.

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

Mr. Alan Wilson, Councillor Robert Myra and Councillor Heather Anne Getson were unable to attend.

Ms. Teresa Workman attended on behalf of the Staff Association.

Motion: "THAT the agenda be accepted as circulated"
ZWICKER/Dempsey All in favour. Motion carried.

MINUTES

Motion: "THAT the Library Board approve the minutes of the May 15, 2007 meeting as circulated."
ZWICKER/Dempsey Motion carried. All in favour.

BUSINESS ARISING FROM THE MINUTES

.01 RBR Developments

The RBR Development Feasibility Study was presented to the Board on June 15, 2007. Copies (print and disc) were circulated to the Board for reading. The study reports that we need to do some preparatory work before we can raise funds in the amount we had specified - \$4million - for a new library or mobile. The report says that we have not succeeded in raising the library's profile in the community and that would be our first goal. Teresa added that we don't have a high profile with the high-end financial contributors. There were many positive comments about our service, and people were not opposed to the library but did not give it a high priority. Janet Clark mentioned that a number of people commented that the new library should be in the multi-purpose center.

.03 Bridgewater Sunday Hours

Councillor Bev Brown reported that since the Town of Bridgewater had agreed to contributing funds for the new mobile and purchasing a new photocopier for the Bridgewater Branch, she didn't feel she wanted to pursue the issue of Sunday hours. The council felt that if the Library wanted to be open on Sunday they could but not with funds from the Town. Janet Clark said she had not had notice of the approval of the copier/printer or the contribution to the mobile. Members said that if the Mobile contribution is approved, that we might return to the other municipalities with the request, saying that Bridgewater and Queens have agreed.

.04 Tale Spinners Program

Mr. Don Zwicker reminded us that Tina Hennigar had offered to approach Silvers Garage about sponsorship of the Tale Spinners Program, and wondered whether anything came of that idea. Nothing has been heard.

ITEMS RECEIVED

.01 South Shore Regional Library Long Range Plan Presentation - June 2007

Cathy MacDonald distributed copies of The South Shore Regional Library Long Range Plan. John MacLean volunteered his time as facilitator of this project. Cathy added that the action step part of the plan is almost complete; we will finish it during the summer. The plan will be discussed at the next Board Meeting.

Motion: "THAT the South Shore Regional Library Board accept the Long Range Plan Report."

SHEPPARD/Zwicker All in favour. Motion carried.

Janet Clark thanked Don Zwicker, Tom Sheppard, Marie Hogan Loker, Clara Dugas, Cathy MacDonald and Teresa Workman for their hard work. John MacLean also deserves our thanks, she said.

.02 Municipality of the District of Chester

The Municipality of the District of Chester wrote to notify us of the reappointment Councillor Robert Myra as their representative on the Library Board.

.03 Thank-you

Sandra Whitman wrote to thank the Board for the lovely fruit basket sent to her while she was going through her cancer treatment.

CHEQUES/DEPOSITS FOR APRIL/MAY 2007

Motion: “THAT the South Shore Library Board receive the list of cheques totalling \$34,754.82 for May 2007.
BROWN/Dugas All in favour. Motion carried.

NEW CHIEF LIBRARIAN

Motion: “THAT the South Shore Regional Library Board approve the appointment of Cheryl Stenström as Chief Librarian effective October 1, 2007 at Step 4, Librarian V.
BROWN/Dempsey All in favour. Motion carried.

Motion: “THAT the South Shore Regional Library Board appoint Cathy MacDonald as Acting Chief Librarian from July 23 to September 28 inclusive at a salary of Step 5, Librarian V. “
BROWN/MacLeod All in favour. Motion carried.

Chair Marie Hogan Loker thanked Cathy for doing this.

BUDGET 2007-08

Motion: “THAT \$18,717 be transferred from Reserve Investment Funds to Operating funds to cover a Supplementary Retirement Compensation Plan payout for H.M. Janet Clark and \$3,309 be transferred from Reserve Investment Funds to Operating funds to cover a Supplementary Retirement Compensation Plan payout for Anne Everts.
ZWICKER/Dempsey All in favour. Motion carried.

Motion: “THAT \$6,500 be transferred from Reserve Investment Funds to Operating funds for technology upgrades, in accordance with the Technology Refresh plan approved in 2005”
BRUHM/Dugas All in favour. Motion carried.

Motion: “THAT \$19,085 from accumulated surplus be transferred to General Library Development Reserve”
BRUHM/Dempsey All in favour. Motion carried.

Motion: “THAT \$880 be taken from the Library’s donation reserve investments and credited to Operating Accounts, for expenditure on library materials 2006-07.”
DEMPSEY/Bruhm All in favour. Motion carried.

PUBLIC RELATIONS REEPORT (see attached)

Teresa mentioned again that the Cameron Study has been paid in full by the Town Bridgewater and OED.

OTHER

- Debra MacLean requested that once we start fundraising that we should submit a proposal for a contribution from CIBC. She is employed with CIBC and received indications that they would look favourably on a request, though it will certainly not be a huge amount. (Usually .5 percent of total, excluding government participation)
- Janet Clark informed the Board that Board Member Tina Hennigar will be taking a Management Program for Women at Mount St. Vincent University and has resigned from the Board. Several people expressed the wish that Tina rejoin the Board when she has time.

DATE, TIME AND PLACE OF NEXT MEETING

The next meeting of the South Shore Regional Library will be August 21, 2007 starting at 4:30 p.m. with a potluck at the residence of Marie Hogan Loker, 369 Lincoln Street, Lunenburg. Bring your favourite dish and sunshine!

ADJOURNMENT

Tom Sheppard moved that the meeting adjourned.

Marie Hogan Loker, Chair

H.M. Janet Clark, Chief Librarian

Public Relations Report

June 2007

The Feasibility Study is complete. Adrienne Malloy from RBR is compiling the information this week and will present the findings to the Board at a special meeting on Friday, June 15 at 1:00 p.m. at Library Headquarters. I hope everyone can be present to hear the study results and plan the Library's next step in the fundraising process.

Contrary to my May Board report, it would seem we have now been approved for OED funding for the Cameron Study - thanks to some intervention from Carolyn Bolivar-Getson's office. According to OED Development Officer Everett Backman we are approved for \$4,900 and should receive the cheque in about six weeks. The application for funding for the Feasibility Study is still in the works.

We were pleased to hear from Martha Shinyei, Program Coordinator for the FLIEF (Family Literacy Initiative Endowment Fund) that we are approved for a grant of \$7,000 to fund our Tale Spinners program this September. The \$7,000 will be used to fund staff time and travel costs for the Programmer. Congratulations and thanks to Peggie for great work on the proposal. Peggie has also submitted a similar proposal to the Rural Secretariat - Networking Initiative Learning Event.

The Library is pleased to offer a new collection of books, magazines and DVDs, thanks to a generous donation of \$1,500 from the TD Friends of the Environment Foundation. The TD Friends of the Environment grant, the third to the Library since 2004, allows the Library to continue to expand its collection of current material on a variety of environmental issues. Our sincere thanks to the TD Friends of the Environment Foundation.

Cathy and Teresa have prepared a job description for a Library Support Clerk which would provide assistance in Technical Services (registrations, mending, etc.) and Public Relations (web-based advertising and promotion initiatives). Peggie prepared a JCP (Job Creation Partnership) proposal and we will submit it to Service Canada this week. The JCP, if successful, would be the third JCP we have participated in since 2004. The other two positions (Fundraising Assistant and Programmer) are now permanent, part-time positions. The Library Support Clerk position would be funded by Service Canada for a nine month term.

Public Relations Report
June 2007

We were successful in receiving a Young Canada Works Grant for a summer student to assist with the Summer Reading Program. We have hired Lindsay Veinotte to assist Heather in planning and designing the Community Outreach portion of the reading program and deliver the program in rural communities. We also received funding from Service Canada for one student position. Other summer positions include Student C@P Site supervisor, Liverpool and C@P Summer Youth Mentor/Public Relations. The interview process is underway. We hope to have everyone in place by the end of June.

Nova Scotia Provincial Library will pay for one LPA (Library Public Awareness) member per region to attend the upcoming Association of Fundraising Professionals Maritime Fundraising Conference, to be held in Halifax June 17 - 19, 2007. I will attend on behalf of the SSRL.

The Planning Process is complete. 18 staff and Board members, ably facilitated by John MacLean, and organized by Cathy, Jeff, Janet C. and Teresa, met several times over the last year to prepare a long range plan for the SSRL. The result is a concrete action plan that Board and Staff can use as a road map to navigate the South Shore Regional Library into the future. Creating the plan, while time consuming, offered staff and Board an opportunity to closely examine our library and to determine the role we wished to assume within our community. The plan can now serve as a framework for how we conduct business and will help us stay on course as the main provider of free, public library services in Lunenburg and Queens Counties. Special thanks to Cathy for transcribing all the notes and pulling the plan together. The plan will be presented at the June 19th Board meeting.

We have a full slate of programs scheduled for July and August. Inclusion in the Co-operative Recreation Brochure means our message was delivered to over 22,000 homes in Lunenburg County on June 4th. Copies of the program information are also available in Region of Queens at the Library, or online at www.ssrlibrary.ca. Program highlights include a Harry Potter reading on July 21st, the annual Summer Reading program, the community outreach program - Time Travellers, a visiting bicycle troupe and a children's readers festival in Port Medway.

It's annual report time. The draft will be completed for the June Board meeting.

Respectfully submitted
Teresa Workman