

South Shore Regional Library Board Meeting, October 6, 2009, Tom Sheppard's Residence, Caledonia, 4:00 p.m.

The South Shore Regional Library Board administers South Shore Public Libraries. South Shore Public Libraries celebrate reading, discovering, learning and sharing.

Present: Mr. Tom Sheppard, Chair
Mr. David Brattston
Ms. Cynthia Bruhm
Ms. Wilma Stewart-White
Mr. Alan Wilson
Ms. Shelley Zwicker
Ms. Cathy MacDonald
Mr. Jeff Mercer
Ms. Cheryl Stenström, Secretary/Treasurer
Mrs. Lynn Robart, Recorder

Regrets from: Councillor Randi Dickie, Councillor Patrick Hirtle, Ms. Marie Hogan-Loker, Councillor John McGee, Councillor Eric Hustvedt, Councillor Robert Myra, Ms. Susan MacLeod, Mr. Don Zwicker

Barbara Himmelman represented the Staff Association.

MINUTES

Motion: "THAT the South Shore Regional Library Board accept the minutes of June 23, 2009 as circulated."

WILSON/Stewart-White All in favour. Motion carried.

H1N1

It was reported to the Board that there has been internal planning for the possible H1N1 pandemic such as holding library books for twelve hours before shelving, providing gloves for staff, hand sanitizer dispensing stations and wipes for computer keyboards.

PROVINCE WIDE SERVICE CHANGES

New Province-wide service changes are coming into effect in the very near future. 'Borrow Anywhere/Return Anywhere (BARA)' is a program to return books from any public, university or college library in the Province of Nova Scotia to any other library. Also, email notification of overdue books will be starting in the next few days.

LBANS Report – no report

PROVINCIAL APPOINTEE - September 2009 - no report

LUNENBURG COUNTY LIFESTYLE CENTER

\$10.35 million was received from the Federal Government for the Lunenburg County Lifestyle Centre. The architectural design with a final cost estimate could happen in the next six months.

VOLUNTEER COMMITTEE REPORT

A report from the Volunteer Committee was circulated with Notice of Meeting. A question arose regarding the difference between a Friend, an Intern and a Volunteer. Definitions will be added to the report. There was also a suggestion that reward/recognition of volunteers should be more clearly outlined.

Motion: "THAT the South Shore Regional Library Board accept the Volunteer Report with the addition of definitions and rewording of the description of the recognition process; and that the recommendation of "measured recruitment" as stated in the Report be implemented.

WILSON/Bruhm All in favour. Motion carried..

STAFF ASSOCIATION REPRESENTATIVE

Barbara Himmelman, representing the Staff Association, expressed her concern regarding the sick leave policy and the provision of a Doctor's certificate after five days of illness during a possible H1N1 pandemic.

Motion: "THAT the South Shore Regional Library Board Personnel Policy section regarding the provision of a Doctor's medical certificate after five days of sick leave be extended to seven days for the duration of an H1N1 pandemic if declared."

BRATTSTON/Wilson All in favour. Motion carried.

2009-2010 PROVINCIAL BUDGET

The 2009-10 Provincial Budget was presented on September 24, 2009. One million-dollars in additional base funding for all public libraries was announced in the Budget. This does not reflect the work done by the Funding Review Task Force last year. Preparation for next year's budget has already begun.

NSLA/LBANS CONFERENCE Oct 23 to 25, 2009 – Rodd Hotel, Yarmouth

Any Board Members interested in attending the 2009 Conference should let Administration know before Friday, October 9, 2009.

NSLA/LBANS CONFERENCE 2010

South Shore Public Libraries will be hosting the NSLA/LBANS Conference Sept 17-19, 2010 at White Point. A possible 'wellness' theme has been identified for the conference. The title "Living Well by the Sea" was suggested. Stay tuned for conference meetings.

THOMAS H. RADDALL LIBRARY

A memo outlining some concerns at the Thomas H. Raddall Library was attached with Notice of Meeting. Staff will be meeting with the Queens Council Representative on our Board regarding these issues in the near future.

ADMINISTRATION OFFICE WATER

The quality and quantity of tap water at the Hebbville Administration office has been a concern this past summer – see attached. There have also been some furnace issues. The Board expressed their concerns regarding OHS. Staff will keep the Board informed.

ADOPT-A-BOOK CAMPAIGN

The launch of the 2009 Adopt-a-Book annual fundraising campaign will take place on Tuesday, October 20 following the regular board meeting in the Hebbville Administration Office. Invitations to the reception have to previous donors, Municipal Councillors and Board Members.

PUBLIC RELATIONS REPORT – October 2009

The October 2009 Public Relations report was circulated with Notice of Meeting.

October 24 and 25, Lunenburg Library will be hosting seven Poetry Readings during the 'Poets on the Town' event. The Writer's Federation of Nova Scotia and Canada Council have provided partial funding for the event.

A LETTER FROM TERRY DURNAVICH

A letter was sent to some Board Member by Terry Durnavich regarding Friends of the Library. Tom Sheppard and Cheryl Stenström will be meeting with Ms. Durnavich to address her concerns.

OTHER - Correspondence

- Thank you notes were received from Janet Wells and Shelley Roy regarding recent memorial donations.
- A thank you note was received from Marilyn Hyde for her gift certificate received for 20 years of service.
- A letter was received from Denise Peterson-Rafuse in response to a congratulatory letter sent to her after the Provincial election.
- A letter was received from Krista Harding announcing that the South Shore Opportunities would be leaving the Rossignol Center on October 31st.
- Krista Orchard, Library clerk/substitute driver recently left the Library.

SUB-LEASE AT THE HEBBVILLE ADMINISTRATION OFFICE

A section of the Administrative Office has been sub-leased to a non-profit organization on a month-to-month basis. The Landlord has been informed.

BOARD MEMBER – Karen Dempsey

Motion: "THAT the South Shore Regional Library Board accept the resignation of Karen Dempsey with regret."
BRUHM/S. Zwicker All in favour. Motion carried.

A letter of thanks will be sent to Karen Dempsey.

1ST QUARTER VEHICLE REPORT

Motion: "THAT the South Shore Regional Library Board receive the 1st Quarter Vehicle Report"
WILSON/Brattston All in favour. Motion carried.

GREENFIELD RESOURCE CENTER COMMITTEE – Tabled until October 20 Meeting

PERSONNEL POLICY PROPOSED CHANGES

Motion: "THAT the South Shore Regional Library accept the Proposed Personnel Policy Changes as presented."
S. ZWICKER/Bruhms All in favour. Motion carried.

The Board approved the following changes to the Personnel Policy:

- ✓ Mission Statement: 'to celebrate reading, discovering, learning and sharing'
- ✓ ...an employee wanting to take vacation time of more than three consecutive days in June, July, August and September must request the time by April 15. ...Employees may request up to three days off on short notice by arrangement with supervisors.
- ✓ To delete: An employee's normal retirement date will be the first of the month following his/her 65th birthday.

Letter from the Staff Association

A letter was received from the Staff Association with their proposed Personnel Policy changes.

Respectful Workplace Policy

An ad hoc committee made up of Marie Hogan Loker, Wilma Stewart-White, Tom Sheppard, Cheryl Stenstrom, and the President of the Staff Association, Janet Wells, will be formed to discuss the letter and the Respectful Workplace Policy.

Motion: "THAT an ad hoc committee made up of Marie Hogan Loker, Wilma Stewart-White, Tom Sheppard, Cheryl Stenstrom and the President of the Staff Association, Janet Wells, be formed to discuss the Staff Association Letter and the proposed Respectful Workplace Policy for a motion at a future date."
STEWART-WHITE/Wilson All in favour. Motion carried.

2009-10 LIBRARY BUDGET

Motion: "THAT 2009-10 revised South Shore Regional Library Board Budget be accepted as circulated."
S. ZWICKER/Bruhm All in favour. Motion carried.

2nd QUARTER SPENDING REPORT

Motion: "THAT the South Shore Regional Library Board 2nd Quarter Spending Report be received as circulated."
BRUHM/Stewart-White All in favour. Motion carried.

SSRL BOARD COMMITTEES

A list of Board Committees with vacancies and frequency of meetings will be sent out to all Board members. Nominations will take place at the November meeting.

DATE, TIME AND PLACE OF NEXT MEEETING

The next regular Board meeting will be Tuesday, October 20, at 5:30 preceding the Adopt-a book Launch.

ADJOURNMENT

Ms. Shelley Zwicker moved the meeting to be adjourned.