

MINUTES OF THE **ANNUAL** MEETING OF THE SOUTH SHORE REGIONAL LIBRARY BOARD, JUNE 19, 2007 AT THE HEBBVILLE HEADQUATERS, 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.

Teresa Workman attended on behalf of the Staff Association.

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

2006-07 AUDIT

Ms. Kim Hopkins from Grant Thornton presented the 2006-07 Audit to the Board. The accumulated surplus for the fiscal year ending March 31, 2007 is \$68,338. Ms. Hopkins reported that was due largely to extra revenue (grants, for example) and reductions in staff - not replacing retiring staff and leaves without pay. Salaried staff did most of the substitute coverage. Ms. Hopkins asked for a written reply to the management letter, which she had reviewed with Janet Clark and Lynn Robart earlier that day.

Motion: "THAT the South Shore Regional Library Board receives the 2006-07 Audit as presented."
SHEPPARD/Zwicker All in favour. Motion carried.

MINUTES

Motion: "THAT the Library Board approve the minutes of the Annual Meeting June 20, 2006 as circulated."
BROWN/MacLean Motion carried. All in favour.

2006-07 ANNUAL REPORT

Teresa Workman circulated the DRAFT 2006-07 South Shore Regional Library Annual Report. Janet Clark reminded the Board that this 2006-07 is a draft, as the final audit figures and a few statistics must be included. Janet Clark thanked the Board and Staff for their support, ideas, understanding, patience, tolerance, guidance, reality checks, humour and more.

Motion: "THAT the South Shore Regional Library Board approve the Draft 2006-07 Annual Report in principle.
BROWN/Dempsey All in favour. Motion carried.

NOMINATING COMMITTEE REPORT

Beverlee Brown on behalf of the Nominating Committee suggested that officers remain the same as for 2006-2007: Chair Marie Hogan Loker, Vice Chair Tom Sheppard and all committees remain the same. Chair Hogan Loker called three times for nominations from the floor. Mr. Don Zwicker moved the nominations cease.

Motion: "THAT the slate of officers and Committees remain the same as in 2006-2007 for the 2007-08 fiscal year."
BROWN/MacLean All in favour. Motion carried.

2007-08 BUDGET

Janet Clark distributed and reviewed the highlights of the 2007-2008 Draft Budget. The Draft included a 2.2% cost-of-living increase in rates of pay, more funds for library materials and for travel and training. The figures in the Draft need to be revised to match the Audit which was not available during preliminary Budget preparation. Janet recommended that the surplus not assigned to operating expenses be put into reserves. Janet and Cathy MacDonald also suggested that we allot \$12, 540 to a Library Clerk II position to be shared by Public Relations and Technical Services. Cathy and Teresa Workman had applied for a grant for this position, and Service Canada had replied that we could not get full funding but chances were very good for 50% funding. Cathy and Teresa have a candidate in mind – the person did work experience with us and she is eligible under the Service Canada criteria.

Janet added that possibly our total funding will less next year if the funding formula is based on the 2006 census which shows our region has lost population.

Beverlee Brown said that the Town of Bridgewater has approved funds toward a new mobile and a new photocopier for the Town Branch. Jeff Mercer has had some discussions with Ken Smith about a copier but we have not received it and we have not had notice about funding for the Mobile. Beverlee will check on this.

Motion: "THAT the South Shore Regional Library Board approve the 2007-08 Budget in principle, with figures to be adjusted as discussed."

MACLEAN/Bruhm All in favour. Motion carried.

SOUTH SHORE REGIONAL LIBRARY BOARD BY-LAWS

After the previous meeting the following motions were circulated to the Board to give 30 days notice of proposed changes to the Board's By-Laws. The changes are 1) to change the number of members required for a quorum - currently a majority of the voting members. 2) to add the option of email voting when a decision is needed quickly.

Motion: "THAT the South Shore Regional Library Board By-Laws, Article VI MEETINGS, Section 8 be revised to read: A quorum shall consist of five voting members, whether for budget approval, amendments to the By-laws, or for regular meetings."

SHEPPARD/Hennigar All in favour. Motion carried.

Motion: "THAT the South Shore Regional Library Board By-laws, Article IX, VOTING, Section 3: be revised to read: The Chief Librarian may, with the permission of the Chair or the Vice-Chair in the absence of the Chair, conduct a vote of the Board by telephone and/or email when a decision is needed quickly. In a telephone or email vote, two-thirds of the members must be contacted, and their majority will decide."

BRUHM/Sheppard All in favour. Motion carried.

Debra MacLean made the point that telephone voting might leave people in a "he-said, she-said" situation where people could claim to have polled someone or that they had never heard of the issue. With e-mail, you have some proof of contact and of vote. When the original by-law was written e-mail was not common. An quick vote has only occasionally been required and we have always followed a telephone or email vote with an in person vote at a meeting. The point was acknowledged; a member could give notice to change that By-law as well.

