

MINUTES OF THE SOUTH SHORE REGIONAL LIBRARY BOARD,  
AUGUST 29, 2006 AT THE HEBBVILLE HEADQUARTERS AT 6:30 P.M.

Present: Ms. Marie Hogan Loker, Chair  
Mr. Tom Sheppard, Vice Chair  
Councillor Beverlee Brown  
Ms. Cindy Bruhm  
Ms. Amanda Dexter  
Ms. Tina Hennigar  
Ms. Debra MacLean  
Councillor Robert Myra  
Mrs. Wilma Stewart-White  
Mr. Alan Wilson  
Mr. Don Zwicker  
Ms. H.M. Janet Clark, Secretary/Treasurer  
Mr. Jeff Mercer, Branch/Extension/Systems Librarian  
Ms. Cathy MacDonald, Technical Services/Mobile Librarian  
Ms. Lynn Robart, Recorder

Councillor Karen Dempsey, Ms Clara Dugas, Councillor Heather Anne Getson, and Councillor Wayne Henley were unable to attend.

Ms. Sandra Whitman attended on behalf of the Staff Association.

Marie Hogan Loker thanked the Board for their good wishes and flowers that she had received after a recent surgery.

MINUTES

Motion: “THAT the Library Board approve the minutes of the General Meeting on June 20, 2006.”

MACLEAN/Zwicker All in favour. Motion carried.

Motion: “THAT the Library Board approve the agenda with the addition of the Message Board as a topic.”

BROWN/Myra All in favour. Motion carried.

BUSINESS ARISING FROM THE MINUTES

.01 Council/MLAs Visits

Marie Hogan Loker reported that we made a successful presentation to the Council of the Municipality of the District of Chester. The testimonials prepared by Teresa Workamn, with borrowers praising the library in their own words, were effective. Don Zwicker, Wilma Stewart-White, Tom Sheppard and staff Jeff Mercer and Janet Clark visited other Councils. We have met with MLA Carolyn

Bolivar-Getson and have appointments with Judy Streach and Vicki Conrad. Michael Baker's office has us on their list. Beverlee Brown asked how many councilors actually use the library. Cathy MacDonald said that a few years ago our presentation included library cards for all councillors. Janet Clark added that councilors usually support the library but do not necessarily use it. Recently a Town of Lunenburg Councillor e-mailed her with a question and reported that his children are using the library this summer and that he has a new respect for the library and what it is about.

.02    New Bridgewater Library

Marie informed the Board that on Friday, September 1<sup>st</sup> Sandy Cameron from Cameron Consulting will look at the old Canadian Tire Building and site to assess whether it would be suitable for our new central library. Debra MacLean asked whether this is a wise use of money when the building may be sold to a business interest and we do not have a firm commitment from the Town and we are running a deficit. Janet Clark said the Town of Bridgewater has committed partial funding for this assessment and we have an application in at the Office of Economic Development. Carolyn Bolivar Getson is also supporting funding. If this application is successful, we will not spend any Library money. The Library and the Town need to know the site is suitable before they will make any further commitment. The total cost of a plan for the Library was quoted at \$74,000+ and someone will have to fund that if we move forward. Don Zwicker said the environment assessment has already been done. He also said that the study recommending that the Library be included in the Multi-Purpose Facility estimated a cost of \$4-5million for the Library and he believes the Canadian Tire site can be made into a wonderful library more cheaply. Mr. Cameron's report should be available fairly quickly and if it is positive we may be able to convince the Town to act.

ITEMS RECEIVED

.01    Leave of Absence – Cate Bird

Cate Bird has requested a four week leave of absence from September 17 to October 14, 2006 to start the process of collecting her Canada Pension. Jeff Mercer said that most of that time can be covered by in-house substitution.

Motion:                    “THAT the South Shore Regional Library Board grant Cate Bird a four week leave of absence from September 17 to October 14, 2006.

BROWN/Sheppard    All in favour. Motion carried.

.02 Thank you card

Winnifred McCarthy sent a card to thank the Board for her send-off dinner and the digital camera retirement gift.

.03 Town of Lunenburg – three letters

Bea Renton, Lunenburg Town Manager/Clerk, wrote forwarding an anonymous donation of \$3,000 for library books. This is not the first time Bea has performed the service and we think it was the same donor previously.

Bea also wrote recording a Motion of Town Council instructing her to write to the Province asking why the Provincial funding for the library was less last year than the previous year and asking Janet Clark for some background information. Janet wrote back with an explanation – the base amount of funding was not actually less, but the base should improve and “extra” funding confused the issue somewhat.

Bea also wrote notifying that the Town of Lunenburg will fund for open hours on Sunday afternoons. This service will begin on September 10, 2006 and run through to June 7, 2007. The Branch will be open from 12-4 p.m. The Region of Queens Municipality also provides extra funding for Sunday openings. Beverlee Brown wondered whether the Town of Bridgewater would be interested in funding Sunday hours. Janet Clark said that we could ask the Town for funding though she would prefer to have funding for a new library first. Arranging to staff the Bridgewater Library on Sundays would not be as straightforward as in Lunenburg and Liverpool because the Bridgewater staff work more hours than in other Town Branches, and the Library Assistant is full-time, so there is less flexibility with their schedules. We are increasing Bridgewater’s schedule of open hours at no cost by reassigning some current staff hours. Starting September 11, Bridgewater Library will be open Monday, from 1-5 p.m.

.04 Letter from the Municipality of the District of Lunenburg

The Municipality of District of Lunenburg wrote notifying us of the reappointment of Councillor Karen Dempsey as their representative to the Library Board.

CHEQUES ISSUED JUNE AND JULY 2006

Motion: “THAT the South Shore Regional Library Board receive the list of cheques issued in June 2006 totalling \$95,612.21.”

MACLEAN/Brown All in favour. Motion carried.

Motion: "THAT the South Shore Regional Library Board receive the list of cheques issued in July 2006 totalling 56,388.10."  
BROWN/MacLean All in favour. Motion carried.

VEHICLE REPORT

Motion: "THAT the South Shore Regional Board receive the 1<sup>st</sup> Quarter Vehicle Report April – June 2006."  
WILSON/Zwicker All in favour. Motion carried.

Don Zwicker suggested that we put together a package requesting financial backing to present to all the Municipal Councils regarding a new mobile. It should be done now, so it can be ready for next year's budget process. Councillor Brown suggested we go after Michelin for new tires and possibly financial assistance too.

BUDGET 2006-2007

Marie Hogan Loker thanked Board Members (Tom Sheppard, Karen Dempsey, Don Zwicker and Debra MacLean) and staff (Janet Clark, Jeff Mercer, Cathy MacDonald and Lynn Robart) for their comments, expertise and input in this very difficult budget process. Mr. Wilson echoed the thanks adding Chair Hogan Loker and her expertise.

Janet Clark went over the highlights of the 2006-2007 Budget, which includes:

- 1.5 % cost-of-living increase instead of 3.2%
- Not replacing student shelver in Bridgewater
- Not replacing the Special Readers Coordinator but splitting her duties among remaining staff
- Reduced work weeks for the Programmer and Systems Programmer, each will work 28 hours per week instead of 35
- Substitution by full-time staff instead of outside substitutes
- Reduced purchasing of new materials and supplies and reduced travel and conference allotments

Janet Clark added that since the budget was finalized we have eliminated the Delivery Person position and laid off Troy Beck. Cathy MacDonald will work out how postal pick-up/delivery and inter-branch deliveries will happen – some of this can be absorbed by staff traveling to, Branch/HQ visits, etc. Also, a Technical Services Library Clerk (Sharon [Chapman] Stone) has resigned; we will not replace her for the time being.

Janet Clark said we have a number of budget-related motions the Board needs to approve to make sure we satisfy the auditors and cover the implications of the budget.

Motion: “THAT the motion of the 2004-2005 Annual Meeting assigning \$34,528 to Reserve Funds be retracted and \$34,528 be included in Operating funds for 2005-2006.”  
SHEPPARD/Brown All in favour. Motion carried.

Motion: “THAT \$6,700 be transferred from Reserve Investment Funds to Operating funds to cover a Supplementary Retirement Compensation Plan payout for retiree Winnifred McCarthy and \$4,677 be transferred from Reserve Investment Funds to Operating funds to cover a Supplementary Retirement Compensation Plan payout for Sharon Stone.”  
ZWICKER/MacLean 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.”  
BROWN/Bruhm All in favour. Motion carried.

Motion: “THAT \$20,000 be taken from the Library’s donation reserve investments and credited to Operating Accounts, for expenditure on library materials.”  
BROWN/Zwicker All in favour. Motion carried.

Motion: “THAT the Motion of the April 2006 Meeting assigning funds realized from Book Sales and \$1,000 from Operating Funds to Vehicle Reserves and instructing staff to request funding for a mobile library from municipal units be retracted.”  
MACLEAN/Bruhm All in favour. Motion carried.

Motion: “THAT the funds from Book Sales be assigned to the Library Materials area of the Operating Budget.”  
BRUHM/Dexter All in favour. Motion carried.

Motion: “THAT the Board ask the Finance Committee to review budgeting and financial procedures and work toward a zero-deficit budget for the 2007-2008 fiscal year, meeting quarterly and more often, if deemed necessary.”  
BROWN/Myra All in favour. Motion carried.

Janet mentioned that Members of the Board appointed by the board itself are entitled to claim mileage from their residence in the Region to any Library Board or Library Board Committee Meetings. At the moment this includes: Bruhm, Hogan Loker, Sheppard, Dexter, Hennigar, Wilson, and Zwicker.

Motion: “THAT the Members of the South Shore Regional Library Board eligible for reimbursement of travel expenses must submit claims within three months of the completion of the travel.”

MACLEAN/Sheppard All in favour. Motion carried.

Motion: “THAT the South Shore Regional Library Budget be accepted as presented.”

BRUHM/Wilson All in favour. Motion carried.

#### SIGNING AUTHORIES

Motion: “THAT any two of the members of the South Shore Regional Library Board Chair Marie Hogan Loker, Vice Chair Tom Sheppard, Past Chair Don Zwicker and Secretary/Treasurer H.M. Janet Clark be authorized to sign cheques and other documents on behalf of the Library.

MYRA/Brown All in favour. Motion carried.

#### PLACEMAKING WORKSHOP

Janet Clark informed the Board that she will be attending a Placemaking Workshop September 18 and 19<sup>th</sup> in New Glasgow. She applied successfully for assistance from the General Activities Fund Grant from the Atlantic Provinces Library Association and received \$500. The conditions of the grant require Janet to write an article for the APLA Bulletin.

Placemaking is a method of training that teaches regional agency leaders and planners to look at projects and development through the eyes of users and the community. There is a high level of community participation through the entire process. The “Project for Public Spaces” is internationally known – public spaces in their eyes can include libraries but their focus is improving all sorts of public spaces and making them friendly and useable by humans. See pps.org

PUBLIC RELATIONS REPORT - see attached

Library Boards Association of Nova Scotia (LBANS) REPORT

Chair Marie Hogan Loker reported that LBANS asked to meet with the new Minister of Education Karen Casey during the summer; her office suggested that the meeting be held in September. Provincial Librarian Jennifer Evans will be release the Provincial Library strategic plan at the Nova Scotia Library Association/Library Boards Association of NS Conference.

Janet Clark and Marie Hogan Loker plan to attend the NSLA/LBANS Conference which is being held in Halifax at the end of September and will pay their own way. Chair Hogan Loker hopes to find funds from LBANS to send Don Zwicker to the Conference because he has been nominated for the LBANS Merit award. Alan Wilson was a recipient of that award in the past. Don Zwicker thanked the Board for the nomination.

STAFF ASSOCIATION

Sandra Whitman representing the Staff Association said she was glad to hear that some funds were being made available for new books. She added that part of her job is to order new books and lately she has been substituting in the Lunenburg and Bridgewater Library and that patrons always go to the new book shelf to see what is there first. It reminds her of Frenchy's and when they put new clothes out on the hour.

ELECTRONIC BULLETIN BOARD

Chair Marie Hogan Loker suggested that Board Members with questions about or having problems with the Electronic Bulletin Board at [ssrlibrary.ca/forum](http://ssrlibrary.ca/forum) contact Jeff Mercer or Nick Conrad at Headquarters – 543-2548, [jeff.mercer@ssrlibrary.ca](mailto:jeff.mercer@ssrlibrary.ca) or [nicholas.conrad@ssrlibrary.ca](mailto:nicholas.conrad@ssrlibrary.ca) They can also tell people how to change the sinister black background.

OTHER

- Don Zwicker commented on our latest media star (Jeff Mercer) in the Saturday, August 26 *Chronicle Herald* - article on the overdue books and bills being sent.
- Don Zwicker also congratulated Cathy MacDonald, our resident furniture mover, on the excellent job she had done recently – this is the best placement yet for the Board table.
- Janet Clark will be on vacation the next two weeks.

DATE, TIME AND PLACE OF NEXT MEETING

The next regular meeting will be held on Tuesday, September 26, 2006 at 6:30 p.m. at Headquarters. Bev Brown and Don Zwicker send their regrets.

ADJOURNMENT

Tom Sheppard moved that the meeting to be adjourned.

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Marie Hogan Loker, Chair

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H.M. Janet Clark, Secretary/Treasurer

1

Public Relations Report to the Board

Summer 2006

### **Fundraising**

Plans are underway for the second Ice Cream Day, again with the theme "Knowledge Comes in many Flavours". AppleBerry Farm Market has once again come on board to help the Library raise a few dollars towards new books. Peggie will be organizing this event when she returns from her vacation on August 22nd. AppleBerry Farm Market and Farmer's Ice Cream will donate products for this September 30 event which will run from noon to 4 p.m. The Fall Book Sale will be held at the Michelin Social Club on Sat., Sept. 23 and Sunday, Sept. 24. Y'all come! Staff met in early August to discuss a specific focus for fundraising efforts in light of the new library budget. The group identified the genres/subject areas in which we need to update our collection. Peggie will target specific groups and organizations for donations to purchase books on specific topics related to these groups. Suggestions for groups/organizations to approach are welcomed.

([tworkman@ssrlibrary.ca](mailto:tworkman@ssrlibrary.ca) or [pgraham@ssrlibrary.ca](mailto:pgraham@ssrlibrary.ca))

New Library - Plans are on again for the Library study on the former Canadian Tire Building on Dufferin Hill. A low offer on the building and a positive meeting with Carolyn Bolivar-Getson have encouraged us to continue with the Library Planning Study. Planner Sandy Cameron is tentatively scheduled to look at the building on September 1.

### **Municipal Council Visits**

Janet and entourage took the Library on the road to all six Municipal Councils this summer. PR assisted by creating a slide show that focused on library services using taped testimonials from borrowers who use our service. Although people were initially hesitant to put their words on tape, they were very generous with their praise for staff and services offered. The final show turned out well, and was easily edited for each Council.

### **Programming**

The UnderCover Reader Summer Reading Program and Spy School were the focus of our programming this summer. 290 registered for the program, plus 107 entered Spy School, the outreach program organized by Heather Stevens. Although the theme seemed to spark a lot of interest, numbers of kids registered were considerably lower than other years (compare at approx. 400 per year.) Planning for fall programs is almost complete as the deadline for the fall Rec Guide is late August. We will continue to host our very popular Under the Storytree program, as well as the Passion Series, Seniors' Library Café and movie nights, etc. New programs include Spy School for the Lunenburg Daycare at the Lunenburg Library, and Book Buddies and On Your Mark, Get Set Draw! in Bridgewater. Book Buddies is a reading club for 8-12 year olds that will introduce kids to some great reading choices and encourage them to discuss their reading likes and dislikes with each other. On Your Mark, Get Set, Draw! is for 8-12 yr. olds who love to draw and are interested in cartoons and anim e syle art.

Respectfully Submitted,

Teresa Workman

Public Relations Coordinator

