



BUISNESS ARSING FROM THE MINUTES.01 Update – new Bridgewater Library

Janet Clark reported that we received one response regarding the assessment of the Canadian Tire site. The cost \$74,000 was much higher than we and the Town had anticipated. The Town of Bridgewater authorized up to \$6,000 and Janet felt we could find \$2,000 or so; Teresa has been investigating grant possibilities also. Chair Zwicker added that our RFP was very broad which perhaps led to the detail and cost contained in the response. At this point, we are not looking for that much work but want to know whether the building can be converted into a library. Janet added that she has been talking with the library planner to see whether we can scale this down to meet our financial criteria. She said that this planner is highly respected in the Canadian library world. Alan Wilson asked whether a good local carpenter could not give us an answer. Chair Zwicker stated that we need this kind of professional assessment for credibility when we seek financial support. Janet said that SSRL staff can define our needs and do some of the work but we have not had the experience with major projects that would enable us to do this without professional support.

Ms. Debra MacLean asked when the environmental assessment would be done. Chair Zwicker stated that Canadian Tire would carry out the environmental assessment as part of decommissioning the building before any money changes hands. Teresa added that there have been sightings of equipment at the building and they may be doing some cleanup already.

.02 Audit committee

Janet Clark suggested that Debra MacLean, with her financial expertise, organize the Audit Committee. Debra said she would look over the material before making her decision.

.03 Library Book Rate

An information sheet from Canada Post stating that the Library Book rate will continue until January 15, 2007 was circulated with the Notice of Meeting

.04 Mobile – Fuel

Janet Clark reported on discussions with the Town of Bridgewater on use of their fuel tanks to fill our Mobiles. Janet feels that the situation will be resolved soon. Only our two permanent drivers use the pumps, and if training is necessary we will arrange it. Substitute drivers would have to use the retail pumps. Cathy MacDonald says fuel is approximately 30¢ per litre cheaper if we can get it from the Town. Debra MacLean asked why substitutes could not have access. Cathy said that there can be long intervals (months) between the times that a substitute drives for us, and it would not be fair to expect them to take responsibility for the use of the Town pumps; the Town must be restrictive so that there is no environmental problem and no possibility of misuse of the fuel. Janet Clark added that Ken Smith, Bridgewater's Town Manager, mentioned that he would like to formalize the agreement between the Library and the Town.

.05 Meeting Locations

Ms. Debra MacLean raised the issue of location of Board Meetings. Chair Zwicker stated we could meet in Lunenburg Branch, Thomas H. Raddall Library, Bridgewater Library or Headquarters. Janet Clark added that we once met in the Chester Municipal Council Chambers.

Motion: "THAT the April 18<sup>th</sup> monthly Board Meeting be held in Lunenburg Library at 6:30 p.m."  
MYRA/Hogan Loker All in favour. Motion carried.

ITEMS RECEIVED

.01 Dave Cumby

Janet Clark informed the Board that Chief Librarian Dave Cumby of Eastern Counties has resigned effective August 2006 to pursue a career as a Baptist Minister.

.02 Canada Post Myth

Janet Clark reported that a rumor regarding Canada Post charging for e-mails has been circulating once again. Don't fall for it!

CHEQUES ISSUED FEBRUARY 2006

Motion:                   “THAT the Library Board accept the list of cheques issued in February totaling \$55,190.78 as circulated.”  
HENLEY/WILSON All in favour. Motion carried.

Chair Don Zwicker reminded all Board Members the deadline for travel claims is April 6, 2006.

MOBILES

Board Members discussed an information sheet on Mobile Branch replacement from Cathy MacDonald and Teresa Workman. Since then Teresa Workman spoke to Adrienne Malloy of RBR Developments Associated Limited regarding a fundraising feasibility study. Ms. Malloy suggested a feasibility study could be done at this time for a capital campaign to include both a Bridgewater Library and a new mobile. Teresa Workman added that a feasibility study could cost approximately \$20,000 and that there might be a slight possibility for funding from the Office of Economic Development.

Motion:                   “THAT the South Shore Regional Library defer this matter to the Development Committee to look at various strategies and time frame. Any other staff and Board Members interested should notify Janet Clark if they wish to be part of the discussions of the Committee.”  
SHEPPARD/Henley All in favour. Motion carried.

PUBLIC RELATIONS REPORT (see attached)

Teresa added that once again we will be in the Lunenburg County Spring Recreation guide which will include all programs for our branches and reach 22,000 homes in Lunenburg County. A mail out will be done in Queens County, as well. Over March break we had 282 parents and kids attend our programs. Marie Hogan Loker added that she attended the Harry Potter Scavenger Hunt in Lunenburg with her grandchildren. Her grandchildren had purposely booked their visit to attend this event and they enjoyed themselves immensely; it was very well organized. A job well done by Heather Stevens!

Janet Clark added that all our programs are being well attended. Listing in the Recreation Guide has been an effective way to get the word out. An extra Teddy Bear picnic had to be added in Bridgewater to meet demand. In future we will consider asking participants to have library cards as a way of keeping track of numbers and having statistics of users of our service who do not necessarily borrow books.

Teresa added that in the past if we had four people attend a program, we were excited; now we have concerns about overcrowding.

Alan Wilson reported that on a recent visit to the Provincial Library a number of staff have commended Teresa Workman on the terrific job she has been doing. Chair Zwicker also echoed praise for Teresa.

LBANS REPORT (see attached)

LBANS representative Marie Hogan Loker read a letter to Honourable Jamie Muir from Minister of Finance Peter Christie stating that they have decided to engage an actuarial consultant to do a preliminary study on the feasibility of establishing a pension plan to cover the broader public sector. Alan added that we have been down this road before.

Alan Wilson also added there seems to be improved morale at the Provincial Library and that Jennifer Evans seems to be impressing staff and the Department with her work.

Chair Zwicker reminded everyone of the upcoming joint conference (LBANS/NSLA) conference in Halifax, September 29 & 30.

FOOD IN LIBRARY

Janet Clark reported that recently a parent had expressed concern about snacks at programs, since her child has food allergies. Janet said we will continue to have healthy snacks in the library but will make sure that the information is included in our publicity. Food in the library used to be taboo, but we have changed our attitudes about that somewhat. Often at programs including babies, parents bring snacks because the program coincides with a baby's snack time. Teresa will modify any program registration forms as needed to notify people. Wilma Stewart-White said that this is also an opportunity to educate parents on what healthy snacks are.

WINNIFRED MCCARTHY'S RETIREMENT

Janet Clark informed the Board that Winnifred McCarthy's retirement party will be on Friday, July 28<sup>th</sup> at the Oakhill & District Fire Hall.

Chair Don Zwicker stated that the first event is dinner, to which board and staff are invited at their own expense. Following the dinner everyone is also invited to a dance hosted by Winnifred and her family. Cash bar available. Details to follow.

CANADIAN LIBRARY ASSOCIATION

The Annual Canadian Library Association Conference will be in Ottawa in June. Janet Clark stated that due to the uncertainty of the Library budget for 2006-2007 it is unlikely we will be able to send anyone. The cost of living which will affect salaries is a higher percentage than last year, we have a retirement allowance to pay this year, we think we may end this year at a deficit, our materials budget needs increasing and there are no indications that the Province will increase our budgets substantially. It also seems that the Province will not issue a budget soon, so planning for June is a problem.

PLANNING SESSION

There will be a Library Planning Session for staff and invited representative Board Members on May 8 at the MARC in Dayspring from 9 – 3:30. Board members to attend are: Marie Hogan Loker, Clara Dugas and Don Zwicker.

HEADQUARTERS LEASE

Janet Clark recently had a visit from our Landlord Glen Hebb about starting the process of negotiating the lease. Glen will no doubt want an increase in rent. The lease ends December 2007.

CLTA NEWSLETTER

Janet Clark circulated copies of the Canadian Library Trustees Association Newsletter.

STAFF ASSOCIATION

Marion Moore representing the Staff Association said she could probably speak on behalf of the Mobile Branch staff and say that she was glad to see some progress is being made toward replacing a mobile.

DATE, TIME AND PLACE OF NEXT MEETING.

The next regular meeting will be at the Lunenburg Branch on April 18, 2006 at 6:30 p.m..

ADJOURMENT

Tom Sheppard moved that the meeting be adjourned.

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Don Zwicker, Chair

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H.M. Janet Clark, Secretary/Treasurer

## **Public Relations Report to the Board**

March 2006

### **Fundraising**

The Library's Book Sale will be advertised this year as "The Friends of the Library Book Sale". Although little else will change this year, the Friends are interested in slowly taking on the organization of the sale in the spring and fall each year. Funds raised will still supplement the Library's book budget, but will show on the books as a donation from the Friends. The Friends hope to assume more responsibility for publicity, logistics, etc., making less work for Staff. Sorting of the books is a possibility once we have a new Library Headquarters with a space large enough to accommodate the donated books we receive.

The RFP for the Library Assessment on Canadian Tire has closed. One proposal was received and, although very thorough looking, is much more than the anticipated cost of \$8,000. Janet has contacted the planner to negotiate an amended cost for Phase 1 of the five phase proposal.

\$1,500 has been received from The TD Friends of the Environment Foundation for DVDs on the environment.

### **Programming**

Programs continue to be successful, thanks in large part to our programmer, Heather, who puts maximum energy and enthusiasm into each program. Many new families have come to the Library for programs, and numbers have grown accordingly (from 2 people at storytime in Liverpool to approximately 25 people each week). March Break offers an entire week of programming for kids of all ages, many of which were filled early in February! With this programming success comes a new slate of problems, such as how to set a maximum number of children per program (for safety and quality of programming), how to limit those numbers fairly and how to keep accurate counts for statistics. Our spring line-up is now in place and will be in the Co-operative Recreation Guide again. This publicity worked extremely well in January and we anticipate packed programs again this spring.

Respectfully Submitted,

Teresa Workman

Public Relations Coordinator

**LBANS Report**  
**March 21, 2006**

\*Library book rate update: The present library book rate will be extended by Canada Post until January 15, 2007. Canada Post has stated that subsequent changes "will be in accordance with Canada Post regulations.." Boards and library users are asked to continue letter writing and other information campaigns to ensure that the rate be extended beyond the January date and expanded to include all library materials. Questions were asked regarding the costs to Boards using the Canada Post 'Shipping Tool' software - an information-gatherer presently in use.

\*Minister of Education Jamie Muir forwarded to LBANS a letter from Peter Christie, Minister of Finance written on December 20, 2005. Mr. Christie's department has decided to engage an actuarial consultant to do a preliminary study on the feasibility of establishing a pension plan to cover the broader public sector.

\*LBANS responded to a Service Questionnaire sent by CLTA. One of the goals of CLTA is to build a positive relationship between CLTA and the provincial association members by providing opportunities for discussion of common pursuits and concerns. The questionnaire attempts to identify challenges, issues and opportunities that affect members in the hope of arriving at shared solutions.

\*Ken Haycock, noted Library Studies educator, presented two of his teleconferences on Board governance in February and in March. The first was Effective Board Governance and the second, The Role of the Chair. There will be ten sessions in this informative series.

\*Jennifer Evans, the new Provincial Librarian, will work with a committee which includes LBANS President Janet Ness to design and implement a new Strategic Plan for the Nova Scotia Provincial Libraries. Meetings will be held with Chief Librarians and others. The report will be completed by the end of July and will provide a direction for the Provincial Library and for public libraries in Nova Scotia by re-examining standards, funding and other areas affecting the provincial library system.

\*NSLA/LBANS Fall Conference to be held in Halifax on September 29, 30 and October 1 will take place at the Holiday Inn Select on Robie Street. Planning is well underway with sessions planned for trustees, staff, general interest and technologies.

\*Handout: Library as a Community Asset.