

SOUTH SHORE REGIONAL LIBRARY BOARD General Meeting, Margaret Hennigar Public Library,
MAY 19, 2015; 5:30 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. Patrick Hirtle, Chair
Ms. Cindy Bruhm, Vice Chair
Councillor Frank Fawson
Ms. Marie Hogan-Loker
Councillor Susan MacLeod
Councillor Robert Myra
Ms. Phyllis Price
Mr. Tom Sheppard
Mr. Jeff Mercer
Ms. Christina Pottie
Mr. Troy Myers, Secretary/Treasurer
Ms. Lynn Robart, Recorder

Regrets from: Dr. David Brattston, Ms. Wilma Stewart-White, Ms. Nancy Wilson, Mr. Alan Wilson, Councillor Jennifer McDonald and Mr. Mark Taylor.

MINUTES

Motion: "THAT the South Shore Regional Library Board accept the minutes of the April 21, 2015 as circulated."
PRICE/Hogan Loker All in favour. Motion carried.

LUNENBURG COUNTY LIFESTYLE CENTRE LEASE UPDATE

Troy Myers reported that there is no new update.

LBANS REPORT - no report

STAFF ASSOCIATION REPRESENTATIVE - no report

LUNENBURG ACADEMY

It was reported the tender for construction to make the building tenant ready was issued May 1st, deadline May 27.
Construction will start in July

There has been an announcement of Federal funds that may be applicable, through Canada 150 Fund, for renovating the library portion of the Academy. This information was forwarded to Scott Burke, Lunenburg Academy Development Coordinator for further investigation.

OUTREACH ACTIVITIES/PROGRAMMING

Christina circulated a list of outreach activities that SSPL has participated/hosted in the last 12 months. One suggestion of an area that is missing from this is contacts with First Nations Communities. A sub-committee consisting of Frank Fawson, Phyllis Price, and Marie Hogan Loker was formed to suggest some programming that may increase the number of people visiting the library.

It was reported from the recent Chiefs of Regions meetings that staff from various regions will be reviewing how statistical information is being collected and calculated.

GUIDELINES FOR ART DISPLAYS

The final draft *Guidelines for Art Displays* was circulated with Notice of Meeting. A final revision was presented, including the below addition. See attached.

"Exhibits must be submitted to the SSPL Library Art Committee for approval, including all publicity efforts that he or she plans for the exhibit. The library may use its own resources to publicize the exhibit independently, or in cooperation with the exhibitor. The exhibitor must allow the library use of his/her name, relevant biographical and professional information, and images of his/her artwork in its publicity efforts."

Motion: "THAT the Guidelines for Art Displays be approved as circulated with the added revision."
PRICE/Hogan Loker All in favour. Motion carried.

SSPL STRATEGIC PLANNING

A request to review the 2009 SSPL Strategic Planning was requested. A copy will be circulated to staff before the Board before the next meeting.

DATE, TIME AND PLACE OF NEXT MEETING

The SSPL Annual and General meeting will be Monday, June 15, 2015 beginning at 5:00 at the Margaret Hennigar Public Library. Staff Service recognition will follow at 6:30 p.m.

ADJOURNMENT

Councillor Robert Myra moved the meeting to be adjourned.

Patrick Hirtle, Chair

Troy Myers, Secretary/Treasurer

Letter to Artists Indicating Interest in Displays at Library



Library Administration
135 North Park St., Unit B,
Bridgewater, NS B4V 9B3

902 543-2548
info@southshorepubliclibraries.ca
southshorepubliclibraries.ca

Date

Address

Dear Artist/ Exhibitor:

We welcome your interest in our artist exhibitions.

Attached you will find guidelines for exhibitors, an application and contract detailing the requirements for your display.

The Branch Coordinator is available to schedule set up and take down times and to answer any questions you may have.

Thank you for sharing your talents with the community and promoting local art at the South Shore Public Libraries.

Sincerely,

XXXXXXXXXXXX

South Shore Regional Library Board
Art Display Advisory Committee



Guidelines for Art Displays

South Shore Public Libraries,
135 North Park Street, Bridgewater, NS B4V 9B3

1-877-455-2548 (toll-free)
1-902-543-2548

The South Shore Public Libraries encourages the use of space in the building for exhibits of art. Choice of works or items to be exhibited rests with the CEO/Chief Librarian, in consultation with the Art Display Advisory Committee of the South Shore Regional Library Board and will be limited by available space.

Exhibits must be submitted to the SSPL Library Art Committee for approval, including all publicity efforts that he or she plans for the exhibit. The library may use its own resources to publicize the exhibit independently, or in cooperation with the exhibitor. The exhibitor must allow the library use of his/her name, relevant biographical and professional information, and images of his/her artwork in its publicity efforts.

All art shown at the library must abide by library policy governing displays. (See <http://www.southshorepubliclibraries.ca/about/policies/#toggle-id-8>.) In addition, the following guidelines apply to art displays.

- The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.
- A release must be signed by the exhibitor before any display or exhibit can be placed in the Library. Releases will be placed on file in the Library.
- Areas available to the public for displays and exhibits are: to be completed at the time of booking of each display.
- The Library reserves the right to limit the size, number of items, schedules of any display, and the frequency with which the artist or organization may have a display.
- Installation, maintenance, and removal of the exhibits are the responsibility of the Exhibitor.
- The method and manner of installation and display of the exhibit must conform to the Library's specifications for proper use of its designated exhibit space

- All items must be removed promptly at the end of the scheduled exhibit and the display area left clean for the next exhibitor.
- Requests for displays will be considered in the order in which they are received.
- The Library will seek to present exhibits that
 - a) are the product of local South Shore and regional artists or artisans; and/or
 - b) provide the Library the opportunity to display works of significant artistic or educational merit.
- The criteria for selection of exhibits are:
 - a) relevance to Lunenburg/Queens Counties;
 - b) relevance of work or artists to Nova Scotia;
 - c) suitability of format to the Library's display capabilities;
 - d) suitability for mixed audience of all ages; and/or
- Exhibits and displays shall be scheduled by the CEO/Chief Librarian or designee.
- Reservations may be accepted up to a year in advance. No group or individual may place more than one reservation for any twelve (12) month period. Additional displays may be permitted without reservation if space is available.
- Exhibitors wishing to display their artwork/ displays are invited to complete an application and make their work available for review by submitting samples and/or a portfolio to the CEO/Chief Librarian or designee.
- Upon the acceptance of the exhibitor by the CEO/Chief Librarian (or designee) and upon the exhibitor's agreement to these guidelines, policy and a scheduling date, a contract must be signed by those wishing to exhibit. One copy will be given to the exhibitor and one copy will remain on file at the library.
- All exhibits are for one (1) month unless otherwise arranged.
- Each exhibitor must have a selection of items sufficient to fill available display space.
- Exhibitors may choose to work with co-exhibitors in order to create a full display/exhibit, but such co-exhibitors must be included in the initial review process. Any changes in the exhibit during the display period should also be reviewed by the Art Display/Committee chairperson /designee

- Displays and Exhibits may include the price of the objects. The Library will not be involved in the sale of art works. Artists or responsible parties may leave their business cards or contact information with their exhibits.
- No soliciting for any purpose - except for library business - will be allowed in the library.
- All presentation materials (e.g. background material, lettering.) used in the display or exhibits must be in excellent condition and presented in a professional manner,
- The CEO/Chief Librarian must approve all displays/exhibits before they are considered complete.
- An organization or individual may be asked to redo or remove any poorly executed display.
- The Library is granted permission by the exhibitor to use any exhibits in promotions for the Library but is not responsible for publicity on behalf of the exhibitor.
- No holes may be drilled in the walls of the Library. Nothing may be taped, velcroed, puttied or otherwise attached to the walls, woodwork, doors, or glass surfaces of the library. Items for display must be properly mounted for display and compatible with the existing library displays
- Displays must be installed or removed during hours that the Library is open to the public.



⦿ Exhibitor Contract ⦿

135 North Park Street, Bridgewater, NS B4V 9B3
1-877-455-2548 (toll-free)
902-543-2548

Artist's Name(s):.....

Address:.....

Phone Number:.....

Email:.....

Website:.....Contract Due:

Date of Show.....

Set up Time.....Takedown Date/Time.....

Medium.....

Display Area.....Number of pieces?.....

Show Title/Theme.....Group/Solo?.....

The Artist is responsible to deliver the following to the library PRIOR TO setup day:

- A one-page biography/CV with artist's statement for publicity purposes;
- A sample of quality digital photos, photos or slides representing work to be exhibited;
- A numbered list of all artwork, itemizing each piece with title, medium, size and, if relevant, retail price (tax included) for insurance and sales purposes (two forms if they are different).

The Artist is responsible for the following ON or AFTER setup day:

- Installation, maintenance, and removal of the exhibits (in consultation with library staff)
- Timely arrival on set up and take down days, as arranged with the curator;
- Professionally presented or framed work, with hangers
- Typed cards for each artwork with artist's name, title, medium, and price (tax included)
- A biography, artist's statement and any other material for the binder on display duration of the show

The Artist is responsible for the following ON or AFTER setup day:

- Installation, maintenance, and removal of the exhibits (in consultation with library staff)
- Timely arrival on set up and take down days, as arranged with the curator;
- Professionally presented or framed work, with hangers
- Typed cards for each artwork with artist's name, title, medium, and price (tax included)
- A biography, artist's statement and any other material for the binder on display duration of the show
- Any shipping of purchased artwork to the purchaser (including costs and arrangements);
- Removing art display promptly at the end of the scheduled exhibit and leaving display area left clean for the next exhibitor.

The South Shore Public Libraries will provide the following services and facilities:

- Artist liaison/Art Display Advisory Committee
- -Lighting, and exhibition display space;
- Publicity via newspapers, magazines, posters, website(s).

Release of Liability: The exhibitor unconditionally releases the South Shore Regional Library Board, its employees and volunteers, from any liability in connection with the exhibit. The Library does not accept liability for damages, losses or theft to the materials exhibited. The exhibit space must be left in satisfactory condition. Exhibitors using the space assume liability for damages to Library property resulting from said usage, as assessed by the Library. The Library will dispose of abandoned exhibit materials after reasonable effort has been made to contact the exhibitor.

The South Shore Regional Library Board will make every effort to protect the art, but assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. The South Shore Regional Library Board is not responsible for artwork left after take down time.

***To secure the exhibition the Artist will sign two copies of this contract, keeping one and returning the other to the branch coordinator.

Artist's Signature Date.....

CEO/Chief Librarian..... Date.....
Troy Myers

Questions? Contact South Shore Public Libraries: 902-543-2548 or info@southshorepubliclibraries.ca