# SOUTH SHORE REGIONAL LIBRARY BOARD GENERAL MEETING, MARGARET HENNIGAR PUBLIC LIBRARY, OCTOBER 17, 2017

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

Mrs. Cindy Bruhm, Vice Chair

Dr. David Brattston Councillor Michael Ernst Councillor Michael Graves Ms. Marie Hogan Loker Ms. Sara Lochhead Mr. Tom Sheppard Mr. Kelly Wilson

Ms. Christina Pottie, Staff Mr. Eric Pottie, Staff

Mr. Troy Myers, Secretary/Treasurer

Ms. Lynn Robart, Recorder

Regrets from: Mr. Jeff Mercer, Mr. Mark Taylor, Councillor Tina Connors, Ms. Wilma Stewart-White, Councillor Brain Fralic and Ms. Brittany Hachey.

#### **MINUTES**

Motion: "THAT the South Shore Regional Library Board accepts the minutes of

August 16, 2017 General meeting as circulated.

LOCHHEAD/Hogan Loker All in favour. Motion carried.

#### LUNENBURG ACADEMY

Troy reported on the progress of the renovations at the Academy. The millwork on circulation desk has been completed. A Question arose regarding the supports beneath the floors, Troy reported this has been completed. The Town of the Lunenburg recently received a one-million-dollar grant to help refurbish the outside of the building.

#### LBANS REPORT

The Executive and Annual General Meetings were held recently at the NSLA/LBANS Annual Conference, September 29, 30, 31, 2017 at Annapolis Basin Conference Centre. The new slate of officers for the upcoming year are President: Jimmy MacAlpine (WCRL), Vice President: Paul Bennett (HPL), Vice Chair and Treasurer; Sara Lochhead (SSPL).

### STAFF ASSOCIATION – no report

#### LUN LIT FESTIVAL

Christina presented a wrap up report for the Festival. All events were well attended. Thank you to Senator William Moore and MLA, Suzanne Lohnes-Croft for their contribution to the Festival. (please see attached)

#### MARGARET HENNIGAR PUBLIC LIBRARY – LIGHTING

The Lunenburg County Lifestyle Centre has reported they are working on improving the lightning situation at MHPL by locating fixtures that will be compatible with the software of the lighting that is already installed in the building. Discussion ensued regarding a temporary fix.

#### MUNICIPALITY OF THE DISTRICT OF LUNENBURG NEWSLETTER

Councillor Michael Ernst reported on that an article "Borrow by Mail at the South Shore Public Library" is in this issue of MODL Municipal Matters. Councillor Ernst will see that SSPL get copies of the newsletter to distribute in our outlets.

#### POTENTIAL SCHOOL PARTNERSHIP

Councillor Michael Graves wrote a letter to Scott Milner, Superintendent and Theresa Griffin, Board Vice Chair of the South Shore Regional School Board. The letter contained a request to begin a discussion regarding a partnership between the Library and the School Board regarding library services. Troy and Michael will meet to discuss strategy to start this discussion.

#### **POLICY REVIEW**

The following policies were circulated from the Policy Review Committee for discussion and approval: Confidentiality Policy, Borrower Registration Policy, and Health & Safety Policy.

Discussion ensued regarding the Confidentiality Policy which has been tabled to next Board Meeting for future investigation.

Motion: "THAT the South Shore Public Libraries Borrower Registration

be approved as circulated."

LOCHHEAD/Bruhm All in favour. Motion carried.

Motion: "THAT the South Shore Public Libraries Health & Safety Policy

be approved as circulated."

BRUHM/Wilson All in favour. Motion carried.

Both approved Policies are attached.

#### FINANCE COMMITTEE REPORT, 1st & 2nd Quarter Spending Report

The 1st & 2nd Quarter Spending Report 2016-17 was circulated to the Board.

Motion: "THAT the South Shore Regional Library Board accept the 1st and 2nd

Quarter 2017-18 Spending Reports as circulated."

HOGAN LOKER/BRUHM All in favour. Motion carried.

# CHRISTMAS AND NEW YEAR'S EVE

Motion: "	THAT all library	outlets will be closed	on December 24 & 31, 2017.

SHEPPARD/Hogan Loker All in favour. Motion carried.

# DATE, TIME AND PLACE OF NEXT MEETING

Motion: "THAT the December Board Meeting be moved to

January 16, 2018 at 6:00 p.m." All in favour. Motion carried.

BRATTSTON/Lochhead All in favour. Motion carried.

<u>ADJOURNMENT</u>	
Cindy Bruhm moved the meeting to be adjourned.	
Patrick Hirtle, Chair	Troy Myers, Secretary/Treasurer

# **Health & Safety Policy**

This policy applies to South Shore Public Libraries and all its work locations and is considered part of the Library's Personnel Policy.

The South Shore Regional Library Board is committed to providing a healthy and safe work environment for its employees and preventing occupational illness and injury.

The Chief Librarian/CEO is responsible for enforcing this Policy and ensuring that all reasonable precautions to prevent harm to workers are taken.

Supervisors are responsible for ensuring that employees under their supervision follow this Policy and are accountable for ensuring that employees use safe work practices and receive training to protect their health and safety. Supervisors also have a general responsibility for ensuring the safety of equipment and facilities. The Branch Librarian is responsible for ensuring that the Chief Librarian/CEO is alerted to contact the municipal units responsible for Branch equipment and facilities are informed of possible hazards and unsafe equipment and if the Chief Librarian/CEO cannot be reached than the Branch Librarian is responsible.

All members of staff will co-operate with the Occupational Health and Safety Committee to create a healthy and safe work environment with others such as contractors, owners, municipal workers, officers, others exercising authority under the applicable laws, etc.

Each employee must report his/her supervisor (or to the person in charge of a work location when the supervisor is not available), as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace. Employees must protect their health and safety by complying with applicable Acts and Regulations and follow policies, procedures, rules and instructions as prescribed by the South Shore Regional Library Board. If there is a discrepancy between the Acts and Regulations and the Library's rules, the Acts and Regulations will prevail.

The South Shore Regional Library Board will, where possible, eliminate hazards and the need for personal protective equipment. If that is not possible, and where there is a requirement, employees are required to use safety equipment, clothing, devices and materials for personal protection.

The South Shore Regional Library Board recognizes the employees' duty to identify hazards and supports and encourages employees to play an active role in identifying hazards and to offer suggestions or ideas to improve the Health and Safety Program.

Approved by South Shore Regional Library Board October 17, 2017

# Registration

Library materials may be borrowed with a valid borrower's card.

Any Nova Scotia resident may register as a borrower by completing a registration card. The borrower, or an adult if the borrower is under 12 years of age, must sign the registration card.

The person whose signature is on the registration card is responsible for materials borrowed using the number assigned to that registration.

Visitors to Nova Scotia may register by completing a card and paying cash deposit, returnable when borrowed materials are returned to the Library.

If borrowed materials are not returned in good condition or paid for, the responsible person may no longer borrow from the Library. That person's registration and any others bearing his/her signature become invalid. When those materials are returned or paid for, borrowing privileges will be reinstated.

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