

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)

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."
BRATTSTON/Lochhead All in favour. Motion carried.

ADJOURNMENT

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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