

SOUTH SHORE REGIONAL LIBRARY BOARD GENERAL MEETING, MARGARET HENNIGAR PUBLIC LIBRARY,
February 20, 2018

*The South Shore Regional Library Board administers South Shore Public Libraries.
South Shore Public Libraries celebrate reading, discovering, learning and sharing.*

Present: Mrs. Cindy Bruhm, Vice Chair
Councillor Martin Bell
Dr. David Brattston
Councillor Tina Connors
Ms. Sara Lochhead
Tom Sheppard
Mr. Kelly Wilson
Ms. Christina Pottie, Staff
Mr. Eric Pottie, Staff
Mr. Jeff Mercer, Staff
Mr. Troy Myers, Secretary/Treasurer
Ms. Lynn Robart, Recorder

Ms. Karen Geddes-Selig represented the Staff Association

Regrets from: Patrick Hirtle, Councillor Brian Fralic, Councillor Michael Graves, Ms. Marie Hogan Loker, Mr. Mark Taylor, Ms. Wilma Stewart-White, and Ms Brittany Hachey.

Additions to the Agenda: Community Collections, Correspondence, Bayview Community School Project.

MINUTES

Motion: "THAT the South Shore Regional Library Board accepts the minutes of
January 16, 2018 General meeting as circulated.

LOCHHEAD/Wilson All in favour. Motion carried.

LUNENBURG ACADEMY UPDATE

Jeff Mercer reported that a few pieces of furniture have yet to arrive but basically the site is ready to go. Staff are visiting the site to review the network needs for the branch. The move to the Academy will not take place before March 31st and is dependent on the completion of the outdoor work.

LBANS REPORT

Sara Lochhead gave a brief report from the February 3 meeting.

- A thank you letter was received from the Minister regarding LBANS request for a repeat of one time funding grant
- LBANS agreed to have an ex-official member from CORL to attend LBANS meetings on a regular basis
- Grade 4 Library Card initiative will be tabled as a result of Glaze report implications
- Recommendations from Trustee Governance Workshops will begin implementation in April
- Core Services Review Committee has met three times so far. A survey regarding impacts the community made by Public Libraries is being conducted
- LBANS Executive Assistant job description was reviewed and updated
- NSLA/LBANS Conference, Sept 28-29, in Yarmouth at the Rodd Grand Hotel hosted by Western Counties Regional Library. Please submit program ideas to Sara or Christina

- Janet Newton, Halifax Public Libraries is new LBANS Vice President
- LBANS is examining the idea of having a community member to sit on the board
- Cumberland Public Libraries is cutting hours as of June 1st due to lack of funding.

STAFF ASSOCIATION REPRESENTATIVE

Karen Geddes-Selig reported that the Staff Association had made a donation to the "Buy a Book Campaign". A spring staff social event is being planned.

COMMUNITY COLLECTIONS VIRTUAL LIBRARY

The Community Collections Virtual Library was launched on Tuesday, February 13. Highlights of the launch included 100 Years of the Bridgewater Bulletin, and Along the LaHave River 1867-2017. Troy stated that digitalizing the Bridgewater Bulletin was a fairly big project funded by various grants and assistance from dedicated volunteers. Individuals and community groups are invited to share their stories and help grow the Community Collections. Christina will presented a demo following the Board Meeting.

MOBILE

Troy reported that the Mobile was back on the road. It took longer than expected due to the condition of the body of the bus. The job is completed and will probably extend the life of the bus for another four or five years. Plans and research is underway for fundraising and procurement of a new mobile.

Correspondence was received from board member Wilma Stewart-White:

"I would like to bring up the sterling job being done by Crystal and Dave in the absence of the actual mobile. From comments and letters and emails I see their efforts are noted and appreciated Libraries of the Province take note: Yet another example of literary giants in a small community making a difference. With humble thanks to Crystal and Dave"

BAYVIEW COMMUNITY SCHOOL PROJECT

Troy reported a proposal to provide Library Service at Bayview, including service from 9 am to 7 pm, Monday to Friday at a cost of approximately \$60,000, was presented to the SS School Board. At this time there was no response from the School Board.

POLICY REVIEW

Eric Pottie reported on the following policies.

Confidentiality and Internet Policies required a few revisions are tabled to the next Board Meeting

Motion: "THAT the South Shore Public Library Service Recognition Policy be approved as circulated."

WILSON/Martin All in favour. Motion carried.

Motion: "THAT the South Shore Public Library Volunteer Policy be approved as circulated."

LOCHHEAD/Wilson All in favour. Carried.

A criminal records check is mandatory for all volunteers. A note will be added to the Volunteer Application that states a

letter will be provided for volunteers to take to the appropriate police agency when applying for the record check. This will allow the Volunteer to receive that check free of cost.

STRATEGIC PLAN – VISION 2027

The annual review of the Strategic Plan – Vision 2027 was discussed. Metrics and information will be collected for the annual report and this will provide information to help review the plan. A question arose regarding the adult literacy goals. Staff reported that SSPL several partnerships with adult learning agencies including the Queens County Learning Network, the Queens Adult High School and the Lunenburg County Adult Learning Network.

DATE, TIME AND PLACE OF NEXT MEETING

The next meeting will Tuesday, April 17, 2018

ADJOURNMENT

Sara Lochhead moved the meeting adjourned; Martin Bell seconded it.

Cynthia Bruhm, Vice chair

Troy Myers, Secretary/Treasurer



Service Recognition Policy

This program covers all permanent part/full-time staff. The employees being recognized will have their employment anniversary dates between July 1 of the preceding year and June 30 of the current year. The Executive Assistant will check employment records to ensure that all eligible employees are included in the program.

Recognition takes place at a gathering with sandwiches, tea, coffee, finger foods, at Library Administration after the Board’s Annual/General meeting in June.

Eligible employees receive:

After five years employment	-	five-year certificate
After ten	-	ten-year certificate, flowers, a book donated to the Library, with a bookplate, “Donated on behalf of _____ in honor of their _____ years of service to the South Shore Regional Library.” Employee chooses the book.
After 15	-	fifteen-year certificate, \$25 gift certificate from place appropriate to employee’s interests
After 20	-	twenty-year certificate, \$50 gift certificate
After 25	-	twenty-five-year certificate, \$75 gift certificate
After 30	-	thirty-year certificate, \$100 gift certificate

- All certificates recognizing years of service will be dry-mounted/laminated
- Substitutes would be recognized only when they join permanent staff. Hours worked as a substitute will be calculated and credited to their service, as is done for other be
- **Staff who do not want recognition.** One staff member has expressed a preference not to have service recognized. This recognition program applies to all staff as Board Policy. If the staff member objects to having a public recognition then they are able to have it in private with the CEO.
- **Resignation** The Board will contribute to gifts for staff leaving after ten years’ service, in these amounts: after 10-15 years, \$25; after 16-20 years, \$50; after 21-25 years, \$75. The contribution could be combined with Staff Association funds allotted for these gifts or used for a separate gift. Gifts will be chosen in consultation with the supervisor and appropriate staff.

- **Retirement** When a staff member retires, the Board will sponsor a dinner in their honour in a location chosen by the staff member. The event will be organized by a representative of the staff and a representative of the Board. The Board will pay for the dinner for that person and a guest. Any other staff and Board members and guests who attend will pay for their own meals. The Board will choose a retirement gift of a value prorated by length of service, not to exceed \$250 and will abide by the following table.

Years Served	Maximum Amount
1-9	\$50
10-14	\$100
15-19	\$150
20-24	\$200
25+	\$250

Approved by the
South Shore Regional Library Board
February 16, 1999,
Amended February 20, 2018.

Volunteer Policy

South Shore Public Libraries welcomes those who wish to donate their knowledge and skills to the provision of public library service in our region. Volunteers contribute to the well-being of their community by supplementing the work of paid staff, and are a valuable part of the library's relationship with the community it serves. Volunteers derive benefits from their contribution of effort by developing skills, accumulating work experience and by actively supporting regional library service.

To ensure that a volunteer's time with us is well spent, guidelines for the efficient integration of these workers into our system have been developed, outlining the obligations of South Shore Public Libraries and the volunteer to one another. These guidelines apply to those who independently offer us their time as well as to those participating in the programs of other institutions.

1. Before volunteer work begins, each volunteer must meet with the Coordinator of Volunteers for screening, including a police background check, to discuss possible projects appropriate to individual skills or interests and to arrange mutually convenient work schedules and for orientation to the library in general. The volunteer will then meet with their staff supervisor for on-the-job training and orientation for the library location.
2. Volunteers must commit themselves to the completion of a specific project with a given time-frame, or to a specific schedule and number of hours of work. Arrangements can be made to extend hours or undertake new projects upon agreement of the paid library staff involved with an individual volunteer. A volunteer must notify a staff contact, in advance if possible, of any departure from agreed-upon work schedules caused by illness or travel.
3. South Shore Public Libraries staff must provide the volunteer with a description of the task(s) it has been agreed the volunteer will undertake, and supply orientation, training, equipment, and materials necessary to complete the assignment.
4. Volunteers must abide by all policies and practices of South Shore Public Libraries and accept the supervision of an assigned staff contact.
5. Appropriate library staff will prepare written evaluations of a volunteer's work if requested to do so.

6. The CEO/Chief Librarian will arrange for appropriate recognition of volunteers who have made a special or substantial contribution to the South Shore Public Libraries' service in their opinion or that of the South Shore Regional Library Board, and should abide by the following table

Years Served	Maximum Amount
0-4	\$20
5-9	\$40
10-14	\$60
15-19	\$80
20+	\$100

Approved by
South Shore Regional Library Board
September 18, 1984, Amended 2000,
Amended February 20, 2018