

SOUTH SHORE REGIONAL LIBRARY BOARD GENERAL MEETING, MARGARET HENNIGAR PUBLIC LIBRARY,
APRIL 17, 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
Dr. David Brattston
Councillor Brian Fralic
Councillor Michael Graves
Marie Hogan Loker
Ms. Sara Lochhead
Tom Sheppard
Mr. Kelly Wilson
Mr. Eric Pottie, Staff
Mr. Jeff Mercer, Staff
Mr. Troy Myers, Secretary/Treasurer
Ms. Lynn Robart, Recorder

Eric Pottie represented the Staff Association

Regrets from: Councillor Martin Bell, Councillor Tina Connors, Mr. Mark Taylor, Brittany Hachey, Ms. Wilma Stewart-White and Christina Pottie

MINUTES

Motion: "THAT the South Shore Regional Library Board accepts the minutes of February, 2018 General meeting as circulated.
WILSON/Fralic All in favour. Motion carried.

KIWANIS CLUB FOLDING

Councillor Michael Graves reported that the Bridgewater Kiwanis Golden K service club is closing after many years of community service. Kiwanis will be using SSPL's Community Collections Virtual Library to host information, pictures, and projects to show the work they have been involved in Bridgewater over the years. This record will keep the legacy of their club accessible for generations to come.

LUNENBURG ACADEMY UPDATE

Jeff gave a brief report on the Lunenburg Academy. Window replacement will continue until the end of May. We are still waiting for a few fixtures to arrive. If anyone wishes to have a preview of the new library, please contact Jeff and he will arrange it.

LBANS REPORT

Sara informed the Board that the Province has hired a Provincial Librarian, Lynn Somers. The LBANS President was asked to sit on the interview team, which is good news for LBANS profile. A request for one time grant to libraries for this fiscal year was granted. LBANS next meeting is on Saturday. Core library services committee continues its work; they are working with a professional writer to put forward a request for more substantial funding for libraries.

Chair Patrick Hirtle received a copy of a letter sent from Cape Breton Regional Library Chair to the Provincial Government regarding the time lapse it takes to fill vacant Provincial Appointees to Library Boards.

STAFF ASSOCIATION REPRESENTATIVE

Eric Pottie, staff rep reported that the Staff Association will be holding its annual general meeting this Friday and electing a new slate of officers.

ONE CARD NOVA SCOTIA PROPOSAL

Troy reported that the Province has invested funding into a proposal to one library card for the entire province. CORL is working on phase one, which should take about nine months.

BAYVIEW COMMUNITY SCHOOL LIBRARY CONCEPT

Troy reported that SSRSB Staff have tabled the project until the Fall.

POLICY REVIEW

Confidentiality Policy and Fines & Fees Policy were circulated with Notice of Meeting.

Some discussion ensued regarding the Fines & Fees Policy, which will be brought back to the Board at the next meeting along with the Internet Policy.

Motion: "THAT the Confidentially Policy was approved as circulated."
LOCHHEAD/Bruhm All in favour. Motion carried.

The Confidentially Policy is attached to the minutes.

CORRESPONDENCE

A letter was received from a Mobile Patron applauding the staff on a job well done.

DATE, TIME AND PLACE OF NEXT MEETING

MONDAY, June 18, 2018
Annual Meeting - 5:30 p.m.
General Meeting - 6:00 p.m.
Staff Service Recognition - 7:00 p.m.

ADJOURNMENT

Tom Sheppard moved the meeting adjourned.

Patrick Hirtle, Chair

Troy Myers, Secretary/Treasurer

Confidentially Policy

The library has an obligation to protect the privacy of its patrons. If the police or any third party seeks access to information about a patron's use of any library resources, the library will take steps to ensure that it only provides information that it is legally required to in a manner that minimizes the intrusion on the patron's privacy.

Search Warrants

A search warrant is an order signed by a judge or a justice of the peace that authorizes the police and their agents to search the place named in the warrant, at the times named in the warrant for the things named in the warrant.

It is unlawful to interfere with a search under a warrant. A search warrant may also contain an order requiring assistance in carrying out the search.

If the police present a search warrant:

- The manager of the branch should ask the police if they will wait until you have contacted the Chief Librarian/CEO and legal counsel. They do not have to agree to this. If they do, make contact immediately.
- The warrant should be carefully reviewed by the manager of the branch,
- A copy of the warrant should be made and immediately sent to the Chief Librarian/CEO.
- The manager of the branch should keep careful notes of who did the search, what they searched and any items removed.

Production Orders

A production order is an order signed by a judge or a justice of the peace requiring the library to provide certain records to the police officer named in the order. The production order will list a timeline for providing the records. The production order may also include a non-disclosure order, which does not prevent a library employee from giving the production order to management or to legal counsel for review. Production orders also allow the library to appear in court to dispute the order, including its scope.

No records should be provided under a production order except on the instructions of the Chief Librarian/CEO and only after advice has been obtained from legal counsel.

If you receive a production order:

- The Chief Librarian/CEO should immediately be provided with the order or a copy of it;
- The records referred to in the production order should be immediately located and preserved so that they are not inadvertently lost, deleted, altered, etc.
- The library will seek legal advice regarding the form and substance of the order.
- If the production order is too broad, too intrusive or if complying with it would be unduly burdensome on the library, legal counsel may be instructed to make a court application to have it set aside or to reduce its scope.

Subpoenas

A subpoena is a summons requiring a person to appear in court with certain records. It does not require the library to provide the records to anyone other than the judge named in the subpoena.

If you receive a subpoena:

- The Chief Librarian/CEO should immediately be provided with the subpoena or a copy of it;
- The records referred to in the subpoena should be immediately located and preserved so that they are not inadvertently lost, deleted, altered, etc.
- The library will seek legal advice regarding the form and substance of the subpoena.
- If the subpoena is too broad, too intrusive or if complying with it would be unduly burdensome on the library, legal counsel may be instructed to make a court application to have it set aside or to reduce its scope.

Approved by the
South Shore Regional Library Board
April 17, 2018