

SOUTH SHORE REGIONAL LIBRARY BOARD GENERAL MEETING, MARGARET HENNIGAR PUBLIC LIBRARY,
August 15, 2018

*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
Councillor Martin Bell
Dr. David Brattston
Councillor Tina Connors
Ms. Marie Hogan Loker
Ms. Sara Lochhead
Mr. David Luther
Mr. Tom Sheppard
Mr. Kelly Wilson
Mr. Jeff Mercer, Staff
Mr. Troy Myers, Secretary/Treasurer
Ms. Lynn Robart, Recorder

Regrets from: Councillor Michael Graves, Councillor Brian Fralic, Mr. Mark Taylor, Ms. Wilma Stewart-White, and Ms. Brittany Hachey, Eric Pottie and Christina Pottie.

MINUTES

Motion: LOCHHEAD/Bruhm "THAT the South Shore Regional Library Board accepts the General Board minutes of June 18, 2018.
All in favour. Motion carried.

LBANS REPORT – please see attached

LBANS minutes will be posted to the LBANS web site (<http://www.standupforlibraries.ca/>) when approved.

Question arose regarding promoting Library Month in October. South Shore Public Libraries will be promoting Library Month via social media, newspapers and our radio spots.

STAFF ASSOCIATION REPRESENTATIVE

Jeff Mercer reported that Barbara Himmelman retired after thirty-five years from the Lunenburg Library. She will continue to participate/host the Lunenburg knitting group.

POLICY REVIEW

Internet Policy was circulated to the Board (please see attached)

Motion: SHEPPARD/Hogan Loker "THAT the South Shore Public Regional Library Board Internet Policy be approved as circulated."
All in favour. Motion carried.

Fines & Fees Policy was circulated to the Board along with a proposed change from Dr. Brattston

Motion: “THAT the South Shore Regional Library Board Fines & Fees Policy
 be approved as amended.”
SHEPPARD/Bell All in favour. Motion carried.

Please see attached.

Meeting Space was circulated to the Board along with a proposed change from Dr. Brattston.

Motion: “THAT the South Shore Regional Library Board Meeting Space
 be approved as amended.”
SHEPPARD/Lochhead All in favour. Motion carried.

Please see attached.

1st QUARTER SPENDING REPORT

The 1st Quarter Spending Report was circulated to the Board.

Troy reported that this is the first quarter report and that it takes the end of the second quarter before a true picture on how the finances are running surfaces. Collection spending is down at this time; this is an area we were overspent last fiscal year, so we are starting the year at a moderate pace. There has been extra expense on the mobile, which only reinforces the idea we should soon start plans for replacing the mobile. Funds will come from project grants and corporate donations. Cost could be approximately \$300,000 Tom Sheppard and Tina Connors volunteered to be on the committee.

Motion: “THAT the South Shore Regional Library Board accept the 1st
 Quarter 2018-19 Spending Reports as circulated.”
HOGAN LOKER/Wilson All in favour. Motion carried.

TESTIMONEY

Tina Connors reported that David Walker, who recently has been hired as a spare Mobile driver; spoke to the Municipality of the District of Chester on an unrelated manner. Tina reported that David spoke highly of the mobile service that SSPL provides to the people along the South Shore.

SSRL BOARD COMMUNICATION COMMITTEE

Mr. David Luther has volunteered to be on the SSRL Communication Committee.

Motion: “THAT the South Shore Regional Library appoint David Luther to the
 SSRLB Communication Committee.”
BRATTSTON/Sheppard All in favour. Motion carried.

LUNENBURG LIT FEST 2018

The 3rd Annual Lunenburg Lit Fest is being held September 28 & 29. Tickets will go on sale September 1st and there will be free passes for the Board. Authors/speakers for this year's event include Jonathan Torrens, Jeremy Taggart, Jay Malone, Donna Morrissey, Timothy Taylor, Genevieve Graham, Lezlie Lowe, Peter Barss and Wilfred Moore.

NSLA/LBANS 2018

The Nova Scotia Library Association and the Library Boards Association Nova Scotia Annual Conference is being hosted by Western Counties Regional Library in Yarmouth; September 28-30, 2018. (westerncounties.ca/nsla/nsla.html). Anyone interested in attending, please contact the SSPL Administration to register and secure accommodations.

DATE, TIME AND PLACE OF NEXT MEETING

The next General Meeting will be Wednesday, October 17, 2018.

ADJOURNMENT

Martin Bell moved the meeting adjourned.

Patrick Hirtle, Chair

Troy Myers, Secretary/Treasurer



Internet Policy

The Library provides Internet access as part of its mission to provide information, culture, education and recreation.

The Library has no control of information on the Internet nor does it provide barriers to use of the full range of what is available, except due to limited resources. Some Internet sites may contain material which is illegal, defamatory, inaccurate or offensive. The Library is not responsible for any damage a user might suffer for any reason or in any way related to Internet use.

Users of Library terminals must comply with applicable laws and the Library's policies and procedures.

Examples of unacceptable use of the Internet include:

- any illegal activity or unauthorized act, including violation of copyright or contractual obligation
- degradation or disruption of equipment or system performance
- vandalizing another user's data
- unauthorized access to resources or entities
- invasion of individual privacy
- anonymous messages or harassment

The Library will make reasonable efforts to protect the privacy of every user, but privacy cannot be guaranteed. Warrants may necessitate that the Library open records to police or other legal authorities.

Please note:

- The Library does not monitor anyone's choice of Internet sites.
 - Parents or guardians, not the Library or its staff, are responsible for the information children select or view.
 - Library staff offer limited instruction to the public in the use of the Internet, as time permits.
- All these Policies and Conditions apply to @NS sites operated by the South Shore Public Libraries and on South Shore Public Libraries sites.
- The Library is not responsible for any security or privacy breaches, costs, damages, or claims by any online third parties.
 - Violations of this policy may result in patrons having their internet privileges suspended.

Approved by
South Shore Regional Library Board
December 1996, reviewed August 2003;
Modified August 2018



Fines & Fees

Library materials may be borrowed for three weeks. Loans may be extended to a maximum of six weeks; extensions are not granted after the loan has expired, or if an item has been requested by another borrower.

Borrowers may request loan extensions by phone or via their online account. Borrowers may also renew loans at any service point by bringing the material to the circulation desk.

Borrowers will be notified by mail or email if material is not returned on time.

If material is not returned after notice is given, borrowers will receive an additional mail or email notice asking them to return the items or pay for the material. **This second notice will also include a five dollar processing fee to cover the costs associated with this notification and any lost work time processing the material. This fee is charged per session and not on a per item basis.**

Borrowers who return material in good condition or pay for lost or damaged items remain borrowers in good standing. **Returning items that have been assumed as lost does not remove the five dollar processing fee.** Borrowers who consistently fail to pay the fees related to overdue notices will lose their borrowing privileges.

Loan periods and renewals for material belonging to other libraries (interlibrary loans) may vary, according to the regulations of the lending library.

1. The person who signs a registration card is responsible for all materials borrowed using the number assigned to that registration. See also our Borrower Registration Policy.
2. **The library will not charge fees other than the processing fee mentioned in the third and fourth paragraphs and the cost of replacement of the material(s) missing.**
3. Seniors are subject to all fees related to overdue materials.
4. The Library charges a daily fine for overdue material borrowed through interlibrary loan set by the library board

Approved by
South Shore Regional Library Board
November 1992;
(modified August 2008; August 2018)

Meeting Space

The South Shore Regional Library Board welcomes public use of meeting space in its facilities. The Board has endorsed the Atlantic Provinces Library Association's Mission and Mandate and the Canadian Library Association Statement on Intellectual Freedom, which states, in part, "It is the responsibility of libraries to guarantee the right of free expression by making all of the library's public facilities and services available to all individuals and groups who need them." However, usage of the library's public facilities will depend on a number of factors, discussed in the policy, below.

- The *Public Libraries Act* (R.S.O. 1990, c. P.44) authorizes public library boards to make rules regulating all matters connected with the management of the library and library property and authorizes a board to impose such fees as it considers proper for the use of parts of a building that are not being used for public library purposes.
- Library-sponsored or library co-sponsored programs and events will have priority for the use of library space.
- The Library Board does not necessarily support the views of individuals or organizations using its facilities.
- The Library will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada, or any statute, regulation, rule, law or policy of Canada, Nova Scotia and/or municipal unit in which the meeting is held.
- Advertising of programs, meetings or events taking place on library premises must not imply endorsement by the Library of the content of the program, meeting or event, unless it is sponsored or co-sponsored by the library.
- Signs announcing the event may be posted in the library, following the Library's Gift and display policy.
- A Meeting Room Reservation form must be filed with the library before the event; this should be done two weeks ahead of the booking but may be done at any time up to the start of the event so long as the room is available and staff members are able to deal with the booking.
- When booking library-meeting rooms, groups or individuals must provide information on planned topics for discussion, general subjects of meetings, and names of speakers and their affiliations.
- The library reserves the right to refuse bookings or to cancel bookings.
- The Library may charge a fee for the use of Library space. Fees are based on costs such as cleaning and security, and may be waived for non-profit groups. Fees are set by the Library Board and reviewed annually.
- Rooms are usually available during Library open hours. It may be possible to arrange for meetings and events outside library hours, depending on availability of security acceptable to the library.
- Activities taking place in a library meeting room must not interfere with normal library operations.
- Users of library meeting rooms will set up chairs and tables and put them away as arranged with library staff.
- Users will be charged for any damage resulting from their use of library meeting space and equipment.
- Library equipment may be available if requested at the time of booking.
- All food and beverage arrangements, set-up, and clean-up are the responsibility of the person or organization booking the space. The intention to serve any food or beverage must be indicated when booking the space.
- Library facilities are scent-free and smoke-free.

- Approved by Library Board
March 18, 2003
(Modified August 2018)