SOUTH SHORE REGIONAL LIBRARY BOARD GENERAL MEETING, MARGARET HENNIGAR PUBLIC LIBRARY January 16, 2019; 6:00 PM

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

Dr. David Brattston Councillor Brian Fralic Councillor Michael Graves Councillor Eric Hustvedt

Ms. Sara Lochhead Mr. David Luther Mr. 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

Regrets from: Ms. Cindy Bruhm, Councillor Tina Connors, Ms. Marie Hogan Loker, Mr. Mark Taylor, and Ms. Wilma Stewart-White.

Chair Patrick Hirtle welcomed back Councillor Eric Hustvedt. This will be Eric's fourth term on the Board since 2008.

MINUTES

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

General Board minutes of October 17, 2018.

LOCHHEAD/Fralic All in favour. Motion carried.

LBANS REPORT

LBANS Report was circulated with Notice of Meeting. The last time LBANS met was on October 27, 2018. Discussion of the LBANS AGM in September resulted in a decision to closely review the by-laws of the Association to ensure that they are understood by all member of LBANS. This arose from inappropriate behaviour at the AGM by some members. October was proclaimed as Library month in Nova Scotia by the NS Legislature. This came about by the efforts of LBANS Vice President Alex Morrison. The One Card NS initiative was not on the agenda and we were disappointed not to receive an update on this important project. A CORL representative was not in attendance at our meeting and we hope to have an update at our January 19 meeting. A letter (attached) was received from Deputy Minister Tweel from Communities, Culture and Heritage regarding update of Library funding discussion. Letter attached. A representative from CCH will be making a presentation regarding the funding review at the January 19th LBANS Meeting.

STAFF ASSOCIATION REPRESENTATIVE - no report

VEHICLE REPORT

The 2nd Quarter 2018-19 Vehicle Report was circulated with Notice of Meeting. Total expenditure \$4,182.48. This included some regular maintenance and a few repairs.

NSLA/LBANS 2019 CONFERENCE

Troy reported that planning for the 2019 NSLA/LBANS Conference, October 18-20, is moving forward. Troy is meeting with White Point Staff on Friday to sign the contract. The Conference website will be going live by the end of the week. The website address will be shared with the Board.

LUNENBURG BRANCH STATISTICS

Jeff circulated a statistical comparison of the period of August –December 2017 to the period of August–December 2018 comparing usage before and after the Lunenburg Branch moved to the Academy location. An increase has been reported in all areas, from in person visits, to program attendance and new cards issued. Mr. Kelly Wilson will share these numbers with the Town of Mahone Bay.

3rd QUARTER SPENDING REPORT 2018-19

The 3rd Quarter 2018-19 Spending Report was circulated to the Committee. Troy highlighted Grants under both revenue and expense sides. The increase of grants is due to funds from a Communities, Culture and Heritage Grant which was received, then dispersed among the other regional libraries for summer reading programming. The underspent in Library Materials is purposeful; to start a fund for the upcoming replacement of the mobile. New materials are still being ordered and requested items purchased. Slightly overspent on rent due to the original agreement with increasing power consumption and other utilities usage.

Councillor Michael Graves applauded the board and staff for providing excellent library service to the Town of Bridgewater, a great deal for amount of funding provided by the town.

Motion: "THAT the South Shore Regional Library Board accept the 3rd

Quarter 2018-19 Spending Reports as circulated."

LOCHHEAD/Wilson All in favour. Motion carried.

POLICY REVIEW

Eric Pottie, on behalf of the policy review committee, presented updates of the following Board policies:

Motion: "THAT the Materials Collection Policy be accepted as circulated with the

replacement of Canadian Library Association to Canadian Federation Library

Association." (see attached)

LOCHHEAD/Fralic All in favour. Motion carried.

Motion: "THAT the Baby Friendly be accepted as circulated."

SHEPPARD/Wilson All in favour. Motion carried. (see attached)

The Sponsorship/Recognition Policy will be	e tabled until the next meeting.
DATE, TIME AND PLACE OF NEXT MEE	<u>TING</u>
The next General Meeting will be Wednes	day, March 13, 2019 at the Margaret Hennigar Public Library
<u>ADJOURNMENT</u>	
Councillor Eric Hustvedt moved the meeti	ng adjourned.
Patrick Hirtle, Chair	Troy Myers, Secretary/Treasurer



Materials Collection Policy

The South Shore Public Libraries' purpose is to make recorded expressions of intellectual activity available to the residents of the municipalities of Lunenburg and Queens. The prime objective of the library is to meet the informational, education, recreational, and cultural needs of the public with a well-organized collection of materials. Materials in the Library's collection represent manifold points of view on countless subjects, are in various formats, and are intended for audiences of many educational levels and all ages.

The South Shore Public Libraries' **Selection Policy** guides staff in choosing materials to be added to or withdrawn from the Library's collection and informs the public about the principles by which selections are made. This policy was approved and adopted by the South Shore Regional Library Board in October 1988, and revised and approved in May, 2008.

All residents of the Library's service area and all Library staff are welcome to recommend materials for inclusion in the Library's collection. Library Assistants and Librarians on staff regularly read reviews of available material and suggest items for acquisition. The Chief Librarian, operating within the Policies of the Library Board, is responsible for the ultimate choice of materials acquired and withdrawn.

Material is selected according to the needs and demands of the community. Published reviews, publishers' advertisements, examination of the material, and requests from Library users are substantial factors in selection. Selectors consider each item as a whole, heedful of any or all of the following factors:

- intended purpose
- intended audience
- attention of critics, reviewers, and the public
- popular demand, present and anticipated
- accuracy
- permanent value and timeliness
- presentation and intelligibility
- importance to our collection
- availability of similar material and information
- suitability of format for library use
- price

Although materials are purchased in all subject areas, we do not select materials specifically in support of school or university curricula.

The Library's collection may include:

- duplicate copies of material in high demand
- reference materials to be consulted on library premises
- audio books
- magazines and newspapers
- talking books for those unable to use printed materials
- information files containing pamphlets, newspaper clippings, etc.
- government documents
- paperbacks
- video and other multimedia materials
- bibliographic tools, selection aids, and material dealing with library issues and development

All material is selected considering the factors listed above.

The resources of the entire collection are available to borrowers of all ages. Adults are responsible for guiding the choices of minors under their care and rejecting materials they find unsuitable.

Reconsideration of Material

The South Shore Regional Library Board has adopted as policy the Canadian Federation Library Association. (http://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/). Library users may suggest that material be withdrawn from the collection. A library user may also formally request that a particular item be withdrawn, by completing a Request for Reconsideration form. The Chief Librarian and appropriate staff will discuss requests with the individual. If the individual is not satisfied, the issue will be considered by the Library Board.

Gifts

The Library accepts donations of materials in any format with the understanding that **staff may dispose of them in any way**. We make decisions about adding a donation to the collection on the same basis as we decided to purchase an item. When we do not add gift items to the collection, we normally sell them and use the resulting funds to purchase other materials.

The Library welcomes gifts of money and issues numbered receipts (for income tax purposes) for gifts over \$10.00. Gift funds are normally used to enhance the collection and gift materials are chosen according to the selection policy. A donor may suggest a special area in which a gift might be used. Gift books are part of the total collection, available to all borrowers.

Collection Maintenance

Staff regularly review collections in the area for which they are responsible, removing from public service points outdated or damaged material and items for which there is little demand. Staff decide whether these items can or should be repaired, replaced or removed from the collections. The same factors considered in selecting material for acquisition apply to these decisions.

Approved by South Shore Regional Library Board, May 2008 Modified January 2019



Baby Friendly Policy

South Shore Public Libraries is an open space for people of all ages including infants and newborns. As such we support and encourage families and children to use our spaces and services without judgment, limitations, or discrimination.

The World Health Organization and UNICEF recognize breastfeeding as the most successful method for feeding infants and aim to improve the quality of breastfeeding outcomes for mothers, babies, and families through the implementation of evidence-based best practices standards to protect, promote, and support breastfeeding. In addition, the *Nova Scotia Human Rights Act* supports women's right to breastfeed their children wherever and whenever since 2000 and the Province adopted a Provincial Breastfeeding Policy in 2005.

The Lunenburg and Queens Baby Friendly Initiative is the local advocate for these provincially recognized rights. The South Shore Regional Library Board endorses the Lunenburg and Queens Baby Friendly Initiative; will educate its staff about this initiative; and will place a sticker in each branch window indicating them as Baby Friendly areas. South Shore Public Libraries supports breastfeeding mothers and their right to breastfeed undisturbed in the libraries, will provide private space if requested, and will not ask a mother to leave the premises, cover up, or suggest using a restroom.

Approved by the South Shore Regional Library Board June 2009
Modified January 2019