

SOUTH SHORE REGIONAL LIBRARY BOARD GENERAL MEETING, LUNENBURG LIBRARY
OCTOBER 17, 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
Councillor Michael Graves
Ms. Marie Hogan Loker
Ms. Sara Lochhead
Mr. David Luther
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: Councillor Brian Fralic, Mr. Mark Taylor, Ms. Wilma Stewart-White, and Mr. Tom Sheppard.

MINUTES

Motion: "THAT the South Shore Regional Library Board accepts the
General Board minutes of August 15, 2018.
LOCHHEAD/Bruhm All in favour. Motion carried.

LBANS REPORT

The LBANS General/Annual Meeting was held at the NSLA/LBANS Conference, Sept 28-30 in Yarmouth.

Sara read a letter from Deputy Minister Tracey Taweel, updating the funding review process.

October is Library month, this was announced in the Nova Scotia Legislation. A notice from LBANS was sent to each Nova Scotia Municipality announcing October as Library month.

STAFF ASSOCIATION REPRESENTATIVE

Jeff reported that he is getting excellent feedback regarding the Lunenburg Library. Town of Lunenburg Heritage Advisory Committee approved the issuance of a Heritage Permit for the installation of handrails at the Lunenburg Academy east front entrance.

LUNENBURG LIT FESTIVAL WRAP UP

Christina Pottie handed out a wrap-up report for the 2018 Lunenburg Lit Festival. Troy commented that the event was well supported by the community and finished with a slight surplus.

VEHICLE REPORT

The 4th Quarter 2017-18 and 1st Quarter 2018-19 Spending Report was circulated with Notice of Meeting. Troy reported that we are maintaining service to the mobile as needed. In the spring we will be setting up a committee to begin the process of obtaining a new mobile.

NSLA/LBANS 2019 CONFERENCE

Troy reported that it is South Shore's turn to host the 2019 NSLA/LBANS Conference. The conference will be October 18-20, 2019 and White Point Beach Resort has been booked as the venue. A planning committee has been formed and will meet every other Wednesday for the next few months. Sara Lochhead will represent the LBANS on the committee.

BUY A BOOK CAMPAIGN 2018

The annual Buy A Book Campaign will run from November 26-December 31, 2018.

FLU SHOT CLINIC

South Shore Public Libraries will partner with Shoppers Drug Mart to host a public flu shot clinic on Friday, November 2, 2018 at the Margaret Hennigar Public Library.

NOVA SCOTIA'S AGENCIES, BOARD AND COMMISSIONS (ABCs)

Dr. Brattston received an e-mail from CCH Minister Leo Glavine regarding the Fall 2018 Recruitment campaign for volunteers for NS Agencies, Boards and Commissions which was circulated to the Board.

DECEMBER 24TH & 31ST

Motion: "THAT all library outlets will be closed on December 24 & 31, 2018."
HOGAN LOKER/Bruhnm All in favour. Motion carried

2ND QUARTER SPENDING REPORT 2018-19

The 2nd Quarter Spending Report was circulated to the Board. Troy Myers highlighted Grants under the revenue and the expense side. The increase in funds is result of a grant from Communities, Cultures and Heritage Grant which was dispersed among the other regions for summer programming. The Underspend in Library Materials is to start a fund for the eventual replacement of the mobile. Other areas of the Spending Report seem to be on track.

Motion: "THAT the South Shore Regional Library Board accept the 2nd
Quarter 2018-19 Spending Reports as circulated."
BRUHM/Bell All in favour. Motion carried.

POLICY REVIEW

Discussion ensued regarding the Baby Friendly Policy which will be revisited at the next Board Meeting.

Food & Drink Policy was reviewed by the Board; no changes. See attached.

Sponsorship/Recognition Policy was tabled to the January meeting.

A couple of grammar corrections were made to the Internet and Fines & Fees Policies. See attached.

MAHONE BAY SCHOOL LIBRARY

Mr. Kelly Wilson asked what the status was on a public library at Bayview Community School. Troy responded that we haven't heard anything from the School Board since the spring. There is still the matter of funding that SSPL would require to provide staffing. Mr. Wilson will contact the Town of Mahone Bay.

THANK YOU

Lynn Robart thanked Dr. Brattston for dedicating his latest book "*Papal Supremacy*" in her honour. Dr Brattston also donated a copy of the book to the South Shore Public Libraries.

DATE, TIME AND PLACE OF NEXT MEETING

The next General Meeting will be Wednesday, January 16, 2019.

ADJOURNMENT

Sara Lochhead moved the meeting adjourned.

Patrick Hirtle, Chair

Troy Myers, Secretary/Treasurer



Food & Drink Policy

South Shore Public Libraries permits food and drink in library locations. However, food and drink pose a potential risk to other patrons and to library collections, equipment, and furnishings. Therefore, SSPL asks that you act responsibly when consuming food and drink in the library by adhering to the following guidelines:

- Lidded drinks, both hot and cold (including bottled drinks with screw caps), are permitted in the library.
- Most food is permitted in the library with the exception of greasy food, or food known to cause severe allergic reactions.
- Clean up all garbage, spills, and messes before leaving the library. Use appropriate trash receptacles for cleaning up after yourself. Please deposit recyclable beverage containers into the nearest recycling bin.

Library staff may ask you to modify your behaviour or to leave library premises if you violate these guidelines.

Approved by
South Shore Regional Library Board
March 17, 2015
Review October 17, 2018



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 and subpoenas 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, **set by the library board**, for overdue material borrowed through interlibrary loan.

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