

SOUTH SHORE REGIONAL LIBRARY GENERAL MEETING, January 18, 2023

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

Present: Patrick Hirtle, Chair
Cindy Bruhm, Vice Chair
Councillor Vicki Amirault
Councillor Stacey Colwell
Councillor Wendy Oickle
Councillor Vicki Amirault
Tom Sheppard
Jeff Mercer, Staff
Christina Pottie, Staff
Alisa Hemeon, Staff/Recorder

Regrets from: Councillor Tina Connors, Councillor Jenni Birtles, Cathy LeBlanc, Diane Racette, Marie Hogan Loker and Wilma Stewart-White.

Patrick Hirtle called the meeting to order at 6:30 pm.

MINUTES:

Motion: “THAT the South Shore Regional Library Board accept the Minutes of the November 16, 2022 meeting as circulated.”

COLWELL/Oickle All in favour. Motion carried.

2.1 LBANS

Next meeting to be held virtually on January 28, 2023. Subsequent dates are March 25 and May 27, 2023. Minutes of the LBANS meeting will be shared during the next SSPL Board meeting. LBANS is still looking for a SSPL Board representative. Cindy Bruhm will be joining the January meeting.

2.2 THOMAS H. RADDALL LIBRARY/REGION OF QUEENS

Environmental assessments came back showing a requirement of significant additional funds for all pre-existing site locations to hold the new library. Region of Queens Municipal Council voted in favor of a newly constructed building near Queens Place in Liverpool. The steering committee met to walk the site, discuss preliminary floor plans and budgeting. Jeff Mercer and David Trueman will be meeting with the architect over the next weeks.

2.3 EQUITY, DIVERSITY and INCLUSION

SSPL has incorporated “Google Classrooms” for staff training, webinars and policy updates. So far, using this tool, staff have reviewed the updated Respectful Workplace policy and completed the Nova Scotia Human Rights created course, “Safe Spaces Make Great Workplaces.” Next, SSPL is considering a four-hour course entitled “Four Seasons of Reconciliation,” which will fit within our “Gather and Grow” professional development grant funding.

2.4 STAFF ASSOCIATION

No report

2.5 THIRD QUARTER VEHICLE REPORT

The third quarterly report (October, November and December 2022) was circulated prior to the meeting. Other than regular maintenance, the new Bookmobile had reinstallation and sealing of the windshield and side window due to water leaks. The passenger seat of the new Bookmobile had a heated seat cable replaced and adjustments to the swivel ability. Jeff Mercer and Dave White will be meeting to discuss possible warranty coverages. In addition, the generator of the old Bookmobile has stopped working. The cost of a replacement generator is not feasible to keep the old bookmobile running. Options for disposal of asset to be reviewed.

2.6 ALL-STAFF DEVELOPMENT DAY

Monday, December 19, 2022, staff attended a development day at the Broad Cove community hall. Special speaker, Gregg Brown, held an engaging presentation of "Ready, Set, Change AGAIN! Strategies to create positive change in your work, life and community." Following the presentation, Ploughman's Lunch Bakery provided lunch. General responses from staff were positive and SSPL is thankful to the Board for approving the funding.

2.7 CEO UPDATES

On December 18, 2022, Ashley Nunn-Smith delivered a beautiful baby girl. Additionally, as of that date, Jeff Mercer stepped into the Acting CEO role. Ashley will be on parental leave until June 2023. Karen Cook, staff member of 25 years is retiring due to health reasons. There will be a celebration in her honor in the near future; details to be provided. Jeff will be meeting with the Council of Regional Librarians (CORL) in February regarding visionary plans for libraries and funding analysis. Administration collaborated to develop a revised Organizational Chart, a copy of which will be distributed to all members. SSPL will also be revitalizing their Accessibility committee. A question was raised regarding the Tancook Island book deposit, specifically, as to whether we will be able to re-start this project. Stacey Colwell will reach out to contact and provide update.

2.8 OTHER

Alisa Hemeon highlighted a new project for time keeping and scheduling shifts. Throughout January and February, employees will be transitioning to a new software program within ADP for clocking in and out of shifts, scheduling and time off requests.

3.1 THIRD QUARTER SPENDING REPORT

The third quarterly report (October, November and December 2022) was presented at the Finance meeting held prior to the General meeting. Jeff Mercer provided a brief overview. Spending still seems to be "on track" for this fiscal year. Budget preparations have begun and will be discussed in more detail during the February finance meeting.

Motion: "THAT the South Shore Regional Library Board accept and approve the third Quarterly Spending report as presented.

SHEPPARD/Colwell All in favour. Motion carried.

DATE, TIME AND PLACE OF NEXT MEETING

The next general meeting is set for Wednesday, February 22, 2023 at 6 pm.

ADJOURNMENT

Tom Sheppard adjourned the meeting at 7:10 pm.