

SOUTH SHORE REGIONAL LIBRARY GENERAL MEETING, November 1, 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 Stacey Colwell Councillor Tina Connors Diane Racette Marie Hogan Loker Ashley Nunn-Smith, Staff Jeff Mercer, Staff Alisa Hemeon, Staff/Recorder
Regrets from:	Councillor Vicki Amirault, Councillor Wendy Oickle, and Tom Sheppard

<u>1. CALL TO ORDER</u>	Patrick Hirtle called the meeting to order at 6:08 pm and read the SSPL Land Acknowledgement
<u>2. DECLARATION OF CONFLICT OF INTEREST</u>	None
<u>3. AGENDA</u>	Adding: 7.2 Old Bookmobile Vehicle and 7.3 Letters to Municipal Councils regarding Funding Formula Review
<u>4. MINUTES</u>	
Motion:	<u>“THAT</u> the South Shore Regional Library Board accept the Minutes of the September 20, 2023 meeting as circulated.”
COLWELL/Racette	All in favour. Motion carried.
<u>5. CORRESPONDENCE</u>	
5.1	<i>Letter from Janet Ness, AVRL Board Chair, Oct 5/23</i>
	Addressed to LBANS and CORL, outlining the potential roles Board members can have as a collective group to address funding needs and to participate in the upcoming Funding Formula Review. It also suggests that the current requirement for more LBANS members provides opportunities for a “re-imagined LBANS”, coming up with priorities, defining a new vision, and developing a strategic plan for the Funding Formula review.
5.2	<i>Reply from PARL Board Chair, Dan Currie, Oct 18/23</i>
	Expressing agreement and suggesting an in-person meeting of board chairs, regional librarians, and current LBANS members to assist and guide LBANS in creating a new vision and mandate.

<u>6. INFORMATION</u>	
6.1	<i>LBANS</i>
	In addition to the correspondence received, LBANS currently does not have enough members for a mandated quorum.
6.2	<i>Thomas H. Raddall Library / Region of Queens</i>
	No updates at this time.
6.3	<i>Equity, Diversity and Inclusion</i>
	<p>On October 23 2023, SSPL held an All-Staff Development day at the Best Western Plus in Bridgewater. The morning session included Ann Devine and Barbara Miller, from Ashanti Leadership, guiding a discussion / sharing circle session and SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) of our organization through the lens of Equity, Diversity and Inclusion. Ashley will share the notes from that session with the Board once they are compiled. The next staff development day in January will focus on Unconscious Bias.</p> <p>Many staff also participated in a Kairos Blanket Exercise on September 18, 2023, a moving experiential activity which presents the impact of colonization through an Indigenous population lens. A few Board members are also taking the 4 Seasons of Reconciliation course online.</p>
6.4	<i>Staff Association</i>
	No report
6.5	<i>CEO Updates</i>
	<p><i>i. Staff Association - Salary and Grievance Committee</i></p> <p>Ashley met with representatives of the Salary and Grievance Committee who highlighted a need for increased staffing at MHPL and a clarification of opening procedure tasks and shift start times. Since that meeting, a reallocation of hours and some adjustments to start times were implemented to relieve these pressures without budget implications. Ashley also sent out communication emphasizing that no one is expected to complete any work before their shift starts and encouraging Branch Coordinators to develop effective plans with their teams for opening and closing specific to their branch location. More funding is required to adequately address these and other staffing concerns in a sustainable way.</p> <p><i>ii. Workplace Climate Assessment</i></p> <p>The afternoon session of the October 23 staff development day focused on feedback from the Workplace Climate Assessment conducted by Think Smart Training and Consulting. Most of the responses related to communication, clarity and transparency. Ashley presented these results to staff with a list of specific actions and related deadlines. Patrick Hirtle presented the 2023-24 operating budget. The last activity included round table/brainstorming discussions with staff on particular</p>

	<p>questions directly received from members of staff and/or the Assessment. Initial feedback on the day via the anonymous form is overall quite positive.</p> <p><i>iii. CEO Newsletter</i></p> <p>An idea learned from the Communication Skills course this past spring, Ashley started a monthly newsletter highlighting recent news, upcoming events, reminders to staff, reading suggestions, and employee accomplishments. Feedback on the newsletter has been positive among staff. Ashley will add Board members to this newsletter distribution.</p>	
<u>7. MOTION AND DISCUSSION</u>		
7.1	<i>Second Quarter Spending Report</i>	
	<p>The second quarter report (July, August, and September 2023) was presented at the Finance meeting held prior to the General meeting. Donations and fundraising are tracking below the normal average; however, some large annual events appear in later quarters. Currently, SSPL is showing a small surplus. Lease renegotiations with the LCLC have begun and are expected to be finalized next month.</p>	
	Motion:	“ <u>THAT</u> the South Shore Regional Library Board approve the Second Quarterly Spending Report as presented.”
	RACETTE/Hogan Loker	All in favour. Motion carried.
7.2	<i>Old Bookmobile Vehicle</i>	
	<p>SSPL received funding from the Province for repairs to the old bookmobile; however, after consulting multiple vendors, it has been determined that the large panels requiring replacement cannot be sourced and the rust damage is too extensive to repair.</p>	
	Motion:	“THAT the South Shore Regional Library Board approve a motion to dispose of the Old Bookmobile vehicle through a closed bid process.”
	BRUHM/Colwell	All in favour. Motion carried.
7.3	<i>Letters to Municipal Councils Regarding Funding Formula Review</i>	
	<p>Copies of letters received from Annapolis and Cumberland regional libraries addressed to the Minister of Communities, Culture, Tourism, and Heritage urged the Provincial Government to proceed with the funding review as soon as possible. All libraries in our province are under significant financial strain and any delay in the review will place the sustainability of existing service levels in jeopardy.</p>	
	Motion:	“THAT the SSPL Board Chair work with staff to author a letter to each of the local municipal councils advising them of the potential for the funding review to take place on or before 2024/25 and encouraging each of them to express their support for that review to take place in a timely fashion.”

	COLWELL/Racette	All in favour. Motion carried.
<u>8. DATE, TIME AND PLACE OF NEXT MEETING</u>		
The next general meeting is scheduled for November 22, 2023, at 6:00 pm.		
<u>9. ADJOURNMENT</u>		
RACETTE adjourned the meeting at 6:44 pm.		