

SOUTH SHORE REGIONAL LIBRARY GENERAL MEETING, January 17, 2024

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 Michelle Greek Councillor Stacey Colwell Councillor Vicki Amirault Diane Racette Gail Tricebock Ashley Nunn-Smith, Staff Christina Pottie, Staff Jeff Mercer, Staff Alisa Hemeon, Staff/Recorder
Regrets from:	Councillor Tina Connors, Marie Hogan, Tom Sheppard

<u>1. CALL TO ORDER</u>	Patrick Hirtle called the meeting to order at 6:02 pm and read the SSPL Land Acknowledgement
<u>2. DECLARATION OF CONFLICT OF INTEREST</u>	None
<u>3. AGENDA</u>	
Motion:	" <u>THAT</u> the South Shore Regional Library Board accept the Agenda as circulated."
RACETTE/Greek	All in favour. Motion carried
<u>4. MINUTES</u>	
Motion:	" <u>THAT</u> the South Shore Regional Library Board accept the Minutes of the November 22, 2023 meeting as circulated."
COLWELL/Bruhm	All in favour. Motion carried.
<u>5. CORRESPONDENCE</u>	
5.1	<i>Letter from CBRL Board Chair to Janet Ness, AVRL Board Chair, December 19, 2023</i>
	Copied to LBANS and CORL, stating that the CBRL Board passed a motion during their December 2023 meeting to withdraw from LBANS.

5.2	<i>Letter from WCRL Board Vice-Chair to Janet Ness, AVRL Board Chair, January 4, 2024</i>	
	Copied to LBANS and CORL, stating that the WCRL Board decided not to renew their LBANS membership. The Board hopes to continue to meet objectives by working closely with CORL, the Provincial Library, and key stakeholders.	
5.3	<i>Other – Letter from Jeff Mercer to SSRLB</i>	
	Patrick Hirtle read the letter from Jeff Mercer dated January 11, 2024, tendering his resignation from SSPL after nearly 20 years of employment. Jeff's last day will be February 16, 2024. The SSPL Board thanked Jeff for his dedication and contributions to the library and wished him well in his new role.	
<u>6. INFORMATION</u>		
6.1	<i>LBANS</i>	
	Motion:	<u>“THAT</u> the SSRLB write a letter to Janet Ness with copies to LBANS and CORL to withdraw membership with LBANS.
	COLWELL/Racette	All in favour. Motion carried.
6.2	<i>Thomas H. Raddall Library / Region of Queens</i>	
	During the November 28, 2023 meeting, the Council of the Region of Queens Municipality discussed the possibility of a new Library location in the Liverpool Business Development Center and agreed to move it to motion for their December 12 th meeting. On December 12, the motion was moved back to discussion status. Several community members spoke at the meeting, urging the Council to reconsider the location. The Council requested Staff to prepare a report highlighting a renewed community engagement plan and options for steps to move forward.	
6.3	<i>Equity, Diversity and Inclusion</i>	
	Saturday, January 27, SSPL will be hosting a Rainbow story time in alignment with the LCLC who is doing a Queer family swim on the same day. Jessica Jerome, a local Indigenous Artist, created a map highlighting the library locations and Bookmobile stops over the two counties within the Mi'kmaq territories. This will be posted in all SSPL locations.	
6.4	<i>Staff Association</i>	
	No update	
6.5	<i>CEO Updates</i>	
	<i>Old Bookmobile:</i> Following a sealed bid process, the older bookmobile sale transaction was completed January 17, with the vehicle being purchased by the South Shore Waldorf School, who plan to use it as a stationary on-site library.	

All-Staff Development Day:

27 staff attended the All-Staff Development Day on Monday, January 15. The day began with a workshop on the role we each play in creating a Respectful Workplace and what that means to each of us, led by Ashanti Leadership. The afternoon included book talks by the Dewey Divas, a presentation from the independent third-party consultant uptreeHR, and a Town Hall-style discussion, including project updates and open staff questions. Initial feedback from the anonymous feedback form on the day is positive.

Your Library, Your Way Grant:

Ashley is in the process of reviewing proposals from five consultants for a Marketing Audit as part of the Your Library, Your Way LDF grant. The audit aims to discover what barriers exist to reaching non-users, how we are perceived in the community, and how we can better market our services.

Budget Preparations:

We anticipate having more information about the Cost-of-Living Adjustment and budget proposal for the 2024-2025 fiscal year for the February Board meeting.

Gift-a-Book Fundraiser:

Our Gift-a-Book 2023 fundraiser raised a record-breaking \$11,500, up \$4,000 over 2022 figures! A huge thank you to all the staff who facilitated this giving opportunity to our customers.

Staff Holiday Party:

23 staff and partners celebrated the holidays together on December 16 at the Bridgewater Curling Club. Everyone commented how nice it was to enjoy good food and company outside of the work setting. Thank you to the Board for approving the employee recognition funds in our budget that make this celebration possible.

Workplace Education Initiative Courses:

This year, SSPL is partnering with the Department of Labour, Skills, and Immigration to offer several 10-week, 40-hour Workplace Education Initiative courses. These fully-funded programs are open to any Nova Scotian and are an excellent fit with our strategic priority to inspire lifelong learning. As the host organization, SSPL receives a \$1,000 honorarium for administration. Our first course, Communication Skills for Supervisors, begins February 6.

Outstanding Items:

Lastly, Ashley noted that there is an outstanding item of the SSPL Board providing letters to our municipal funding partners, which is still in progress.

7. MOTION AND DISCUSSION

7.1 *Support Services Job Descriptions*

	Job descriptions updated for Support Services (Technical Services Lead, Technical Services Clerk II and III, Library Clerk with TS Support), Mobile and Casual Library Clerk with a focus on updated essential functions of each role, defining core competencies, and alignment with the vision, mission, and values of the organization.	
	Motion:	" <u>THAT</u> the South Shore Regional Library Board approve the updated Support Services job descriptions as circulated and discussed."
	BRUHM/Tricebock	All in favour. Motion carried.
7.2	<i>Third Quarter Spending Report</i>	
	The third quarter spending report (October, November, and December 2023) was reviewed by the Finance committee and circulated prior to the meeting.	
	Motion:	" <u>THAT</u> the South Shore Regional Library Board approve the Third Quarter Spending Report as circulated and discussed."
	COLWELL/Racette	All in favour. Motion carried.
7.3	<i>Third Quarter Vehicle Report</i>	
	The third quarter vehicle report (October, November, and December 2023) was circulated prior to the meeting.	
	Motion:	" <u>THAT</u> the South Shore Regional Library Board approve the Third Quarter Vehicle Report as circulated and discussed."
	COLWELL/Bruhm	All in favour. Motion carried.
<u>8. DATE, TIME AND PLACE OF NEXT MEETING</u>		
The next general meeting is scheduled for February 21, 2024, at 6:00 pm.		
<u>9. ADJOURNMENT</u>		
RACETTE adjourned the meeting at 6:40 pm.		