

## **SOUTH SHORE REGIONAL LIBRARY GENERAL MEETING, November 22, 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 Michelle Greek Councillor Stacey Colwell Councillor Tina Connors Councillor Vicki Amirault Gail Tricebock Marie Hogan Loker Tom Sheppard Ashley Nunn-Smith, Staff Christina Pottie, Staff Jeff Mercer, Staff Alisa Hemeon, Staff/Recorder
Regrets from:	Diane Racette

<u>1. CALL TO ORDER</u>	Patrick Hirtle called the meeting to order at 6:03 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.”
COLWELL/Sheppard	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 1, 2023 meeting as circulated.”
COLWELL/Hogan Loker	All in favour. Motion carried.
<u>5. CORRESPONDENCE</u>	None
<u>6. INFORMATION</u>	
6.1	LBANS
	No update

6.2	<i>Thomas H. Raddall Library / Region of Queens</i>	
	The Council of the Region of Queens Municipality is considering the Liverpool Business Development Center as a possible new library location. The location situated on Harley Humphrey Drive offers ample parking, access to green spaces and more room for programming. This item is referred to Council and is on the agenda for their November 28, 2023 regular meeting.	
6.3	<i>Equity, Diversity and Inclusion</i>	
	Saturday, November 25, 2023 is the first <i>Rainbow Social</i> , hosted at HB studios for LGBTQ+ young adults between the ages of 18 and 30 and their families. SSPL is providing books and board games for their reading room.	
6.4	<i>Staff Association</i>	
	Patrick Hirtle read the report as circulated. Main highlights included a recent meeting on November 20, 2023 and a list of past achievements of the Association.	
6.5	<i>CEO Updates</i>	
	<p><i>i. Board Meeting Agendas and Minutes</i></p> <p>Board Agendas are now also available on our website under the About section. Agendas are posted at least 3 days before the next meeting and Minutes will be posted after the draft minutes have been approved by the Board.</p> <p><i>ii. Staff Holiday Party</i></p> <p>Scheduled for Saturday, December 16, 2023 from 6-9 pm at the Bridgewater Curling Club. Board members are invited to attend.</p>	
<u>7. MOTION AND DISCUSSION</u>		
7.1	<i>LCLC Lease Renewal</i>	
	Main changes for a renewed 10-year lease between SSPL Board and the LCLC for the Headquarters administrative space include “base rent” increasing to \$14.00/square foot for the first 5 years and \$14.50/square foot for the remaining 5 years. “Additional rent” (for cleaning, supplies, utilities, etc.) are decreasing to \$9.18/square foot and rising by a fixed amount of 3% per year thereafter. Stacey Colwell and Patrick Hirtle recused themselves from the vote due to a conflict of interest as representatives of the Town of Bridgewater, which is a third party to the lease agreement (for the public library space).	
	Motion:	<u>“THAT</u> the South Shore Regional Library Board approve the proposed LCLC Lease renewal as circulated and discussed.”
	SHEPPARD/Bruhm	All in favour. Motion carried.

7.2	<i>Updated Frontline Job Descriptions</i>	
	Job descriptions updated for Branch Coordinators (including Mobile Branch Coordinator), Library Clerk, Library Page, Library Programmer, and Lead Driver 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 frontline job descriptions as circulated and discussed.”
	HOGAN LOKER/Tricebock	All in favour. Motion carried.
7.3	<i>Second Quarter Vehicle Report</i>	
	The second quarter vehicle report (July, August, September 2023) was circulated prior to the meeting.	
	Motion:	<u>“THAT</u> the South Shore Regional Library Board approve the Second Quarter Vehicle Report as circulated and discussed.”
	GREEK/Bruhm	All in favour. Motion carried.
<u>8. DATE, TIME AND PLACE OF NEXT MEETING</u>		
The next general meeting is scheduled for January 17, 2024, at 6:00 pm.		
<u>9. ADJOURNMENT</u>		
COLWELL adjourned the meeting at 6:32 pm.		