

SOUTH SHORE REGIONAL LIBRARY GENERAL MEETING, February 21, 2024

The South Shore Regional Library Board administers South Shore Public Libraries.

South Shore Public Libraries celebrate reading, discovering, learning, and sharing.

Present:	Cindy Bruhm, Vice Chair Councillor Michelle Greek Councillor Stacey Colwell Councillor Tina Connors Councillor Vicki Amirault Diane Racette Tom Sheppard Gail Tricebock Ashley Nunn-Smith, Staff Alisa Hemeon, Staff/Recorder
Regrets from:	Patrick Hirtle, Marie Hogan

<u>1. CALL TO ORDER</u>	Cindy Bruhm called the meeting to order at 6:03 pm and read the SSPL Land Acknowledgement
<u>2. AGENDA</u>	
Motion:	<u>“THAT</u> the Agenda be amended to delete items 7.3 and 7.4 (Budget and COL allowance) and to add an In-Camera Session - Personnel Matter, following motions and discussions.
GREEK/Connors	All in favour. Motion carried
<u>3. DECLARATION OF CONFLICT OF INTEREST</u>	None
<u>4. MINUTES</u>	
Motion:	<u>“THAT</u> the South Shore Regional Library Board accept the Minutes of the January 17, 2024 meeting as circulated.”
SHEPPARD/Tricebock	All in favour. Motion carried.
<u>5. CORRESPONDENCE</u>	None
<u>6. INFORMATION</u>	
6.1	<i>Thomas H. Raddall Library / Region of Queens</i>
	Item is on the Region of Queens Council agenda for February 27, 2024.

6.2	<i>Equity, Diversity and Inclusion</i>	
	Saturday, January 27, SSPL hosted a Rainbow Story time in alignment with the LCLC who held a Queer Family Swim on the same day. On February 22, there is a follow-up Zoom session (from the SSPL Staff development days in October 2023 and January 2024) with Ann Devine and Barb Miller of Ashanti Leadership to review a slide presentation and give space for questions and comments to the SSPL staff.	
6.3	<i>Staff Association</i>	
	No update	
6.4	<i>CEO Updates</i>	
	<p><i>Budget and COL Adjustment</i></p> <p>January's Consumer Price Index was 2.9%. SSPL's budget and salaries for 2024-25 will be based on this rate, as per the SSPL Personnel Policy. Once the Finance Committee has approved these amounts, the budget will be brought to the Board as a whole for discussion and approval.</p> <p><i>Jeff Mercer's Departure</i></p> <p>Jeff's last day with SSPL was February 16, 2024. The staff held a celebration on February 9. The posting for the position, with a new title of Program and Service Development Manager will be sent out soon with anticipation for interviews later in March 2024.</p>	
<u>7. MOTION AND DISCUSSION</u>		
7.1	<i>Administration Job Descriptions</i>	
	Job descriptions updated in team collaboration for CEO/Chief Librarian, Communication & Engagement Lead, Office & Finance Manager, and Program & Service Development Manager (formerly Deputy Chief Librarian) with a focus on updated essential functions for each role, defining core competencies, and alignment with the vision, mission, and values of the organization.	
	Motion:	"THAT the South Shore Regional Library Board approve the updated Administration job descriptions as circulated."
	RACETTE/Greek	All in favour. Motion carried.
7.2	<i>SSPL Classification Review</i>	
	As part of updating our internal HR processes, following the update of the job descriptions, Patrick and Ashley had discussed the benefit of an internal classification review, focusing on the relative placement of SSPL positions on the salary scale. Ashley received two quotes from consultants doing this type of work (we tried to source a third quote and were unsuccessful in finding one). Both proposals and processes were essentially the same, using job descriptions, questionnaires, interviews, and	

	<p>observation to measure positions based on a predetermined set of criteria. Ashley recommended utilizing Lisette Jones of ThinkSmart Training & Consulting Inc., based on the more reasonable quote, as well as her familiarity with the organization having completed our Workplace Climate Assessment in the fall of 2023. The timeframe of the project is 3-4 months, beginning with forming a Staff Committee to liaise directly with Lisette. There may be budget implications if some positions are approved to move up the classification scale. Ashley estimates that these will be manageable. The final report will come back to the Board for their review.</p>	
	Motion:	<p><u>“THAT</u> the South Shore Regional Library Board award the contract to Lisette Jones of ThinkSmart Training & Consulting Inc. to hold an internal Classification Review as presented and discussed.”</p>
	SHEPPARD/Greek	All in favour. Motion carried.
<u>8. IN-CAMERA SESSION</u>		
	Motion:	<p><u>“THAT</u> the South Shore Regional Library Board move to In-Camera session at 6:33 pm.”</p>
	CONNORS/Tricebock	All in favour. Motion carried
	Motion:	<p><u>“THAT</u> the South Shore Regional Library Board move out of In-Camera session at 6:38 pm.”</p>
	RACETTE/Colwell	All in favour. Motion carried.
<u>9. DATE, TIME AND PLACE OF NEXT MEETING</u>		
<p>The next general meeting is scheduled for March 20, 2024, at 6:00 pm with a Finance Committee meeting at 5:30 pm.</p>		
<u>10. ADJOURNMENT</u>		
<p>SHEPPARD adjourned the meeting at 6:42 pm.</p>		