

SOUTH SHORE REGIONAL LIBRARY GENERAL MEETING, September 18, 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 Michele Greek Councillor Stacey Colwell Councillor Vicki Amirault Diane Racette Tom Sheppard Gail Tricebock Ashley Nunn-Smith, Staff Alisa Hemeon, Staff/Recorder Christina Pottie, Staff Blake McDonald, Staff
Regrets from:	Councillor Jenni Birtles, Councillor Tina Connors, Donna Bourne-Tyson and Marie Hogan

<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. AGENDA</u>	
Motion:	" <u>THAT</u> the Agenda be approved as circulated."
COLWELL/Greek	All in favour. Motion carried
<u>3. ELECTION OF OFFICERS AND COMMITTEE MEMBERS</u>	
Motion:	" <u>THAT</u> the South Shore Regional Library Board accepts the appointment of Patrick Hirtle as Chair and Cindy Bruhm as Vice-Chair, both unopposed and voted by acclamation" " <u>AND THAT</u> the South Shore Regional Library Board accepts the list of Committees and members as presented with 2 changes; i) That Jeff Mercer's name be replaced with Blake McDonald where stated. ii) That Gail Tricebock be added to the Finance Committee. Committees and its members will be updated throughout the year as needed."
SHEPPARD/Greek	All in favour. Motion carried.
<u>4. DECLARATION OF CONFLICT OF INTEREST</u>	None

<u>5. MINUTES</u>		
	Motion:	" <u>THAT</u> the South Shore Regional Library Board accept the Minutes of the June 19, 2024 meeting as circulated."
	BRUHM/Tricebock	All in favour. Motion carried.
<u>6. CORRESPONDENCE</u>		None
<u>7. INFORMATION</u>		
7.1	<i>Thomas H. Raddall Library / Region of Queens</i>	
	Councillor Vicki Amirault provided the update that construction for the additional washrooms had begun and was ready for plumbing and wall materials. The modular walls are detailed and ready for order as soon as the panel coverings are finalized. The folding wall is ordered and there will be a small canopy added to the exterior. The power-operated exterior doors are ready to order and the Queens Art Society has two artists interested in leading some public art projects for the new space. Ashley added that she is sourcing kitchen supplies and equipment to set up in the new space for cooking classes and other programs using a portion of SSPL's Food Literacy grant funding.	
7.2	<i>Equity, Diversity and Inclusion</i>	
	<p>On September 28, 2024, in honor of Truth and Reconciliation Day, the maps, designed and created by local Mi'kmaq artist, Jessica Jerome, will be unveiled. Rowan Currie is leading a program, presenting the story of Mi'kmaq elder, Ma'kit Poulette and her experience as a child at the Shubenacadie Residential School. There will be a presentation of the short film, <i>Ma'kit's Doll</i>, and participants will have the opportunity to create their own dolls.</p> <p>SSPL has other events and displays for Mi'kmaq History Month in October, highlighted in the program guide and on the website.</p>	
7.3	<i>Staff Association</i>	
	Blake provided the update that the Annual General Meeting of the Association was held in June. Skylar Barkhouse is the President, Charity Fraser remains the Vice-Chair, Martin Albertsen, the new Secretary, and Blake McDonald remains the Treasurer. The next meeting is September 23, 2024, at 5:40 pm.	
7.4	<i>Lunenburg Lit Festival 2024</i>	
	Dates for 2024 are November 7, 8, and 9. Christina provided details of the events and encouraged everyone to attend. Further information and tickets can be found at: Lunenburg Lit Festival – Get Lit In Lunenburg with South Shore Public Libraries	

7.5	<i>CEO Updates</i>	
	<p><i>Library Funding Review</i></p> <p>The work of the Library Funding Review Committee has wrapped up and suggestions have been passed on to the government. The committee met approximately 5 times and, over the summer, a smaller working group met 3 times to come up with different funding scenarios to bring back to the whole committee (Basic, Enhanced, Equity, and Strategic).</p> <p><i>LBANS</i></p> <p>A lawyer was consulted and advised that the cost of a Certificate of Dissolution is approximately \$1500. The lawyer suggested that the society donate the money according to its mission, vision, and values before dissolving because individual members of a society can't benefit financially from its dissolution. To do that, LBANS would have to be re-registered with the Registry of Joint Stocks. A letter has been sent to the remaining member organizations to ask that each appoint one or two representatives to be registered with Joint Stocks and make a motion on the donation. Following that, the association can be dissolved. Cindy volunteered to be a representative for SSPL.</p> <p><i>Program and Service Development Manager</i></p> <p>During the summer months, interviews were held with an internal candidate. On September 16, 2024, SSPL happily welcomed Blake McDonald to the role of Program and Service Development Manager.</p>	
<u>8. MOTION AND DISCUSSION</u>		
8.1	<i>First Quarter Spending Report</i>	
	<p>The first quarter spending report (April, May, and June 2024) was reviewed by the Finance committee and circulated prior to the meeting.</p>	
	Motion:	<p><u>“THAT</u> the South Shore Regional Library Board approve the First Quarter Spending Report as circulated and discussed.”</p>
	COLWELL/Bruhm	All in favour. Motion carried.
8.2	<i>SSPL Vehicle Reports</i>	
	<p>The fourth quarter (January to March 2024) and first quarter (April to June 2024) Vehicle Reports were circulated prior to the meeting. Discussion held as to the value of Vehicle Reports to the Board in their role. Board members agreed that while detailed quarterly reports were not needed, any expenses beyond standard operational needs be brought to the Board's attention so if they receive questions from the public they are able to answer them.</p>	
	Motion:	<p><u>“THAT</u> the South Shore Regional Library Board accept and approve the Fourth and First Quarter Vehicle reports as circulated. Separate Vehicle reports will be discontinued and any future extraordinary expenditures will be brought to the Board's attention as they arise.”</p>

	BRUHM/Greek	All in favour. Motion carried.
8.3	<i>Job Classification Review (JCR) Results</i>	
	<p>The Consultant, Lisette Jones, and JCR staff committee finalized the review of the current classification structure within SSPL in August 2024. Their task was to determine if the structure currently in place still accurately reflected the way jobs have evolved within the organization over the years. This review did not measure individual performance or salary/wages. The Tysen-Totten method used evaluates roles on 10 factors: Accountability, Decision-Making, Communication, Experience, Education, Initiative, Supervision of Others, Mental Effort, Physical Effort, and Working Conditions. Ashley presented the findings of the review showing that some jobs were not currently properly ranked relative to other positions within the organization and suggested a change in the classification levels as outlined in the report. Next steps include a review and update of the salary scale to reflect the new classification structure, in line with the 2025-2026 SSPL Budget approval process.</p>	
	Motion:	“ <u>THAT</u> the South Shore Regional Library Board accept and approve the revised Job Classification Scale as presented”
	SHEPPARD/Bruhm	All in favour. Motion carried.
9. <u>DATE, TIME AND PLACE OF NEXT MEETING</u>		
The next general meeting is scheduled for October 16, 2024 at 6:00 pm.		
10. <u>ADJOURNMENT</u>		
SHEPPARD adjourned the meeting at 7:02 pm.		