

# **WESTERN COUNTIES REGIONAL LIBRARY**

## **BOARD MEETING**

September 19, 2019

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, September 19, 2019 in the Board Room of the Izaak Walton Killam Memorial Library.

Present were:

Warden Jimmy MacAlpine, Municipality of Digby  
Warden Danny Muise, Municipality of Argyle  
Councillor Carl Deveau, Municipality of Clare  
Councillor Doris Townsend, Municipality of Shelburne  
Councillor Louann Durkee, Town of Clark's Harbour  
Deputy Mayor Jean Brittain, Town of Digby  
Councillor Kent Balish, Town of Lockeport  
William Shrank, Admiral Digby Library & Historical Society  
Bernie Nickerson, Shelburne Library Building Association  
Pamela Maher, Province of Nova Scotia  
Darryl Wiseman, Province of Nova Scotia  
Erin Comeau, Secretary-Treasurer

Regrets were received from Patti Durkee, Elizabeth Arenburg, Phil Mooney, Nolan Young and Shaun Hatfield.

### **1. CALL TO ORDER**

The Chair called the meeting to order at 1:00 p.m.

### **2. ADOPTION OF AGENDA**

The Chair indicated that he would like to add 10.1 Gifts & Donations Policy to the Agenda under New Business.

He also noted that item 4.3 would be held In-Camera.

It was moved by Carl Deveau and seconded by Darryl Wiseman:

“THAT the agenda with one addition and one revision be approved.”

**MOTION CARRIED**

### **3. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting were circulated. It was moved by Danny Muise and seconded by Kent Balish:

“THAT the minutes of the June 20, 2019 Board Meeting be approved as circulated.”

MOTION CARRIED

### **4. BUSINESS ARISING FROM THE MINUTES**

#### **4.1 Audit, Risk & Finance Committee Terms of Reference**

Erin Comeau indicated that for the time being, the ARF Committee is following the Audit and Finance committee's Terms of Reference. She is presently taking a course on risk management and once the course is done, she will be drafting new Terms of Reference for the Audit, Risk & Finance Committee for the Board to review. Jimmy indicated that he also sits on a similar Risk Committee for another organization and will bring information regarding the committee at the next meeting.

#### **4.2 LBANS Representative**

Jimmy MacAlpine mentioned that he has been a member of the LBANS Executive representing WCRL for a number of years. He would like to see another board member replace him on the LBANS Executive. He noted that the LBANS Executive meets 4-5 times a year in Truro, always on a Saturday. They pay the expenses for attending the meeting (meals, travel and accommodations). If any board member is interested, he asked that they contact Erin. Doris and Pamela requested that Erin forward them information on LBANS. Erin will forward a link to the LBANS website to all Board Members.

#### **4.3 In Camera Session**

At 1:15 p.m., Erin Comeau and Yvonne LeBlanc left the meeting.

At 2:00 p.m., Erin Comeau and Yvonne LeBlanc rejoined the meeting.

### **5. CHAIR'S REPORT**

Jimmy reported that he would be meeting with the Deputy Minister of CCH in October, along with Alex Morrison, LBANS President.

Jimmy indicated that he attended a session by Kate Gilmore, human rights activist and Deputy High Commissioner for Human Rights of the United Nations and found it very interesting.

There were no LBANS Executive meetings during the summer.

## **6. DIRECTOR'S REPORT**

Erin noted that her report had been circulated. She reported that the Westport Library had re-opened and that a new Reserve Clerk for Westport has been hired. WCRL is still having difficulty recruiting for the Pubnico Library clerk position. She thanked the Town and Municipalities of Digby for the opportunity to refresh the Digby Library.

## **7. REPORT OF THE AUDIT, RISK & FINANCE COMMITTEE**

The Audit, Risk & Finance Committee Chair, Darryl Wiseman, reported that the Audit, Risk & Finance Committee met via email regarding the Audit Tender sent out to 8 listed firms in July. The Audit, Risk & Finance Committee recommended that the Board hire White Perkins Chartered Professional Accountants Inc. for a 3-year term beginning with the 2019-2020 fiscal year. It was moved by Darryl Wiseman and seconded by Kent Balish:

“THAT the Board accept the tender of White Perkins Associates Chartered Professional Accountants Inc. for a 3-year term (2019-2020, 2020-2021, 2021-2022) to provide external audit services for Western Counties Regional Library and Western Counties Regional Library Charitable Association.”

MOTION CARRIED

## **8. FINANCIAL STATEMENT**

The July 31, 2019 Financial Statement was circulated. It was moved by Bernie Nickerson and seconded by Doris Townsend:

“THAT the Board approve the July 31, 2019 Financial Statement as presented.”

MOTION CARRIED

## **9. ANNUAL REPORT**

Erin indicated that the 2018-2019 Annual Report was circulated. It was moved by Carl Deveau and seconded by Jean Brittain:

“THAT the 2018-2019 Annual Report be approved as circulated.”

MOTION CARRIED

## **10. NEW BUSINESS**

### **10.1 Gifts and Donations**

Erin indicated that in lieu of having 3 separate donation forms (general, memorial and in honour of), one donation form has been created which now also includes the Literacy Legacy Fund.

The Gifts and Donations Policy mentions the 3 forms and has been revised to remove the wording for the non-existent forms. It was moved by Doris Townsend and seconded by Danny Muise:

“THAT the Gifts and Donations Policy be amended to only include the Donation Form.”

MOTION CARRIED

## **11. CORRESPONDENCE**

No Correspondence

## **12. OTHER**

Jimmy reminded board members of the Dining Among the Stacks fundraiser being held in the Izaak Walton Killam Library building on Saturday, November 2, 2019. Tickets are now being sold and Jimmy indicated it would be good to see board members attending. Money raised will go towards the Literacy Legacy Fund.

Darryl Wiseman indicated that according to the WCRL Newsletter, Deputy Director Joanne Head recently celebrated 30 years as an employee. It was moved by Darryl Wiseman and seconded by Kent Balish:

“THAT a letter of congratulations be sent to Joanne Head, any staff who reach, or who have recently reached, their 30-year mark with WCRL, and that this letter be signed by the Chair of the Board.”

MOTION CARRIED

## **13. AROUND THE TABLE**

Carl Deveau – Jimmy thanked Carl and the Municipality of Clare for the work that was recently done at the Clare Library.

Louann Link – indicated that there was some concern in the community about the changes in hours at the Clark’s Harbour Library. Erin indicated that the change in hours was the result of a community survey done a few years ago. She will follow up on the complaint.

Bernie Nickerson – indicated that brighter light bulbs were installed in the Shelburne Library. The SLBA are looking at grants to have larger doors installed at the Library.

Pamela Maher – indicated that the author scheduled to speak at the Dining Among the Stacks fundraiser, Leslie Crewe, is a very good author.

Kent Balish – indicated that new steps and ramp have been installed at the Lockeport Library.

Doris Townsend – asked that the NSLA/LBANS Conference agenda or the link to the website be sent to her as she is interested in attending the conference.

Danny Muise – indicated that the Municipality of Argyle is aware of the need for another building for the Pubnico branch, the location being an issue.

Jimmy MacAlpine – thanked Erin for all her work planning and managing the renovations taking place at the Digby Library.

#### **14. NEXT MEETING**

Thursday, December 5, 2019 at 1:00 p.m.

#### **15. ADJOURNMENT**

On a motion from Doris Townsend and Carl Deveau the meeting adjourned at 3:00 p.m.