

WESTERN COUNTIES REGIONAL LIBRARY

BOARD MEETING

September 23, 2021

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, September 23, 2021 via Zoom.

Present were:

Councillor Sherry Thorburn Irvine, Chair, Municipality of Shelburne
Councillor Kathy Bourque, Municipality of Argyle
Councillor Patti Durkee, Municipality of Yarmouth
Councillor Louann Link, Town of Clark's Harbour
Mayor Ben Cleveland, Town of Digby
Councillor Elizabeth Acker, Town of Shelburne
Councillor Wade Cleveland, Town of Yarmouth
Vacant - Shelburne Library Building Association
Elizabeth Arenburg, Yarmouth Public Library & Museum
Patti Simpson, Province of Nova Scotia
Vacant - Province of Nova Scotia
Erin Comeau, Secretary-Treasurer

Regrets were received from Carl Deveau, George Manzer, Maritza Adams, Kent Balish and Shaun Hatfield.

1. CALL TO ORDER

The meeting was called to order at 1:02 p.m. by Board Chair Sherry Thorburn Irvine.

She welcomed everyone to the meeting and introduced Councillor Wade Cleveland representing the Town of Yarmouth.

2. ADOPTION OF AGENDA

There being no additions to the agenda, it was moved by Liz Arenburg and seconded by Ben Cleveland:

“THAT the agenda be approved as circulated.”

MOTION CARRIED

3. MINUTES OF THE PREVIOUS MEETINGS

The minutes of the June 17, 2021 meeting were circulated. It was moved by Patti Simpson and seconded by Ben Cleveland:

“THAT the minutes of the June 17, 2021 board meeting be approved as circulated.”

MOTION CARRIED

The minutes of the July 27 to August 6, 2021 email voting for the hiring of firm to develop a new logo and branding WCRL were circulated. It was moved by Patti Durkee and seconded by Elizabeth Acker:

“THAT the minutes of the July 27 to August 6, 2021 email voting meeting be approved as circulated.”

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

There was no Business Arising from the Minutes.

5. CHAIR’S REPORT

Sherri indicated that as Chair, she has nothing to report.

6. LBANS REPRESENTATIVE REPORT

Sherri indicated that she attended a meeting with LBANS (Library Boards Association of Nova Scotia) held on September 11th. A copy of her meeting notes were circulated to members. Sherry noted that she just received the official LBANS minutes and those will be forwarded to members shortly. The next meeting with LBANS will be held on October 16, 2021.

7. DIRECTOR’S REPORT

Erin noted that the Labour Management Committee finalized a COVID-19 Vaccination Policy for staff yesterday morning, which was then forwarded to board members yesterday afternoon, for review. This will be discussed under item # 9.6 of the agenda.

It was moved by Elizabeth Acker and seconded by Wade Cleveland:

“THAT the Director’s Report be received as presented.”

MOTION CARRIED

8. FINANCIAL STATEMENT

The August 31, 2021 Financial Statement was circulated. It was moved by Kathy Bourque and seconded by Patti Durkee:

“THAT the August 31, 2021 Financial Statement be approved as presented.”

MOTION CARRIED

9. NEW BUSINESS

9.1 Library Branch Services and Patron Use Update – Phase 5

In light of this morning’s announcement (proof of vaccination is no longer required for patrons entering the library), Erin suggested we table the Library Branch Services and Patron Use Update until the next board meeting. It was moved by Patti Durkee and seconded by Liz Arenburg:

“THAT we table the Library Branch Services and Patron Use Update until the next board meeting.”

MOTION CARRIED

9.2 Gifts and Donations Policy Update – Phase 5

Erin noted that the current Gifts and Donations Policy states that until further notice, donations of used materials will not be accepted. The updated version now states that we welcome donations of used books and other materials under certain conditions. It was moved by Patti Simpson and seconded by Ben Cleveland:

“THAT the Gifts and Donations Policy update be accepted as presented.”

MOTION CARRIED

9.3 Remaining 2021-2022 Board Meetings – virtual and in-person

Erin asked whether board members wished to resume in-person meetings or continue conducting meetings virtually. It was moved by Patti Durkee and seconded by Kathy Bourque:

“THAT for the next six months, at least, we continue to conduct library board meetings virtually.”

MOTION CARRIED

9.4 COVID-19 Vaccination Policy for Employees

The new COVID-19 Vaccination Policy for Employees was reviewed by the Labour Management Committee and is being submitted to the board for review and approval. It was moved by Elizabeth Acker and seconded by Wade Cleveland:

“THAT the new COVID-19 Vaccination Policy for employees be approved as presented.”

MOTION CARRIED

9.5 Volunteer Policy

Erin noted that the current Volunteer Policy did not state that volunteers had to abide by all WCRL policies therefore it was added in a revised policy that volunteers must agree to follow all WCRL policies while volunteering at the library. It was moved by Patti Simpson and seconded by Louann Link:

“THAT the revised Volunteer Policy be approved as presented.”

MOTION CARRIED

9.6 Proof of Vaccination for New Employees

Erin stated that she would be contacting a lawyer regarding the implications of requiring proof of vaccination for new employees. The Personnel Committee will then meet to review recommendations for proof of vaccination for future staff.

10. CORRESPONDENCE

No official correspondence was received.

11. OTHER

Erin reported that on her first day of vacation in August, a COVID-19 exposure notice in the Yarmouth Library was reported. The Management team pulled together to deal with this issue in her absence, and were able to do so with confidence. Their ability to act appropriately was in part due to the fact that the library has clear policies and procedures in place to respond to COVID-19 related matters. Erin thanked the Board for their work on all policies, especially the COVID-19 policies, making issues such as this one much easier to deal with.

12. AROUND THE TABLE

Elizabeth Arenburg thanked Sherry for chairing a great meeting.

13. NEXT MEETING

Erin asked Yvonne to send out an email to board members asking for their preference date of either December 2 or December 9, 2021.

14. ADJOURNMENT

On a motion from Liz Arenburg and Patti Durkee, the meeting adjourned at 1:50 p.m.