

# WESTERN COUNTIES REGIONAL LIBRARY

## BOARD MEETING

March 17, 2022

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, March 17, 2022 via Zoom.

Present were:

Councillor Sherry Thorburn Irvine, Chair, Municipality of Shelburne  
Councillor Kathy Bourque, Municipality of Argyle  
Councillor Patti Durkee, Municipality of Yarmouth  
Mayor Ben Cleveland, Town of Digby  
Councillor Kent Balish, Town of Lockeport  
Deputy Mayor 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, Shaun Hatfield and Louann Link.

### 1. CALL TO ORDER

The meeting was called to order at 1:00 p.m. by Chair, Sherry Thorburn Irvine.

### 2. ADOPTION OF AGENDA

Two items were added under "Other": Workplace Protocol as of March 21, 2022, and Mandatory Vaccination for Employees. It was moved by Elizabeth Acker and seconded by Kent Balish:

"THAT the agenda, with the two additions, be approved as presented."

MOTION CARRIED

### 3. MINUTES OF THE PREVIOUS MEETINGS

3.1 The minutes of the December 2, 2021 meeting were circulated. There being no errors or omissions, it was moved by Patti Simpson and seconded by Patti Durkee:

“THAT the minutes of the December 2, 2021 board meeting be approved as circulated.”

## MOTION CARRIED

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

#### 4.1 Library Branch Services and Patron Use Policy - Update

Erin indicated that the update included allowing food and beverages to resume in the library since people no longer have to wear masks in public spaces. The library will not have food and drink during library programs, at least not for the foreseeable future.

### **5. CHAIR’S REPORT**

Sherry had nothing to report as Chair but wished to acknowledge the hard work by Erin and her staff, especially after reading all the activities from the WCRL Library Report.

### **6. LBANS REPRESENTATIVE REPORT**

Sherry reported that LBANS had not met recently but they have started brainstorming for a new Strategic Plan and will be updating their By-Laws.

### **7. DIRECTOR’S REPORT**

Erin indicated that management has remained on track with its goals and objectives but that a few projects were delayed because of COVID. Erin wished to acknowledge her management team for all the extra work that they did to distribute COVID rapid test kits at various sites throughout the tri-counties. As of March 11, COVID rapid test kits are now available in all the library branches.

The library received a grant through the Department of Communities, Culture, Tourism and Heritage to install sound panels in the Clare branch’s community room. The sound absorption panels will make the space more accessible to people who have difficulty hearing.

The new website and logo was launched in January with some excellent positive feedback from the public following the launch.

### **8. PERSONNEL COMMITTEE REPORT**

Personnel Committee Chair, Patti Durkee, indicated that the Personnel Committee communicated virtually in December and January to help implement the mandatory vaccination policy for staff.

## **9. NEGOTIATIONS COMMITTEE REPORT**

The Negotiations Committee met in January to discuss items to bring to the negotiations table and to appoint representatives. The board's priorities during this round of negotiations were to work towards providing living wages for all staff, to implement a new wage scale, and to discuss issues surrounding rising costs of health benefits.

Patti Durkee and Sherry Thorburn Irvine agreed to represent the board during the negotiations with the union.

Three meetings were held with CUPE Local 2530 representatives to discuss changes to the collective agreement. The agreement expired March 31, 2021. The Committee believes that it has reached a tentative agreement, which includes a wage increase as well as a new classification and salary scale.

Erin circulated the revised 2021-22 budget and Financial Statement (February 28, 2022). The revisions to the budget are necessary to support the new proposed salary scale and wage increase.

It was moved by Patti Durkee and seconded by Wade Cleveland:

“THAT the Board approve the revised 2021-2022 budget as presented.”

MOTION CARRIED

## **10. FINANCIAL STATEMENT**

The February 28, 2022 Financial Statement was circulated. It was moved by Ben Cleveland and seconded by Kent Balish:

“THAT the February 28, 2022 Financial Statement be approved as presented.”

MOTION CARRIED

## **11. NEW BUSINESS**

### **11.1 Privacy Policy – update**

The policy updates were mainly due to the merging of our integrated library system for SamePage. It was moved by Elizabeth Acker and seconded by Patti Simpson:

“THAT the Privacy Policy updates be approved as presented.”

MOTION CARRIED

## 11.2 Internet Use Policy – update

The policy updates were mainly due to the merging of our integrated library system for SamePage. It was moved by Patti Durkee and seconded by Wade Cleveland:

“THAT the Internet Use Policy updates be approved as presented.”

MOTION CARRIED

## 11.3 Children in the Library Policy – update

Erin noted that this policy had been updated to reflect childrens’ activities while in the library. Most references to borrowing privileges were removed. It was moved by Ben Cleveland and seconded by Patti Simpson:

“THAT the Children in the Library Policy updates be approved as presented.”

MOTION CARRIED

## 11.4 Interregional Advisory Committee for Library Accessibility Plan

The Interregional Advisory Committee for Library Accessibility Plan was circulated. Once approved by all partners, priorities within the plan will be incorporated in WCRL’s 2022-23 Goals & Objectives. It was moved by Ben Cleveland and seconded by Kathy Bourque:

“THAT the Interregional Advisory Committee for Library Accessibility Plan be approved as presented.”

MOTION CARRIED

## 12. CORRESPONDENCE

No correspondence received.

## 13. OTHER

### 13.1 Workplace Protocol – March 21, 2022

Erin indicated that with the Province’s announcement of lifting restrictions for the public, organizations could still make decisions regarding COVID protocols for staff. The board agreed that staff should keep their masks on when working with the public and when in shared spaces. The COVID Absence policy benefits will remain in place for staff who choose to access it. Masking for staff to remain in place until April 25, 2022 when it will be reviewed.

### 13.2 Mandatory Vaccination for Employees

The board asked the Personnel Committee to review the Mandatory Vaccination Policy for Employees and to provide their recommendation.

### 14. AROUND THE TABLE

None

### 15. NEXT MEETING

Thursday, June 16, 2022 at 1:00 p.m. in the Program of the Yarmouth Library. It will consist of the Regular Board meeting, the AGM, and the AGM of the Charitable Association.

### 16. ADJOURNMENT

On a motion from Patti Durkee and Wade Cleveland, the meeting adjourned at 2:25 p.m.