

**EASTERN COUNTIES REGIONAL LIBRARY  
INFORMATION MEETING: THURSDAY, April 18, 2024**

**PRESENT:** Clair Rankin (Chair), Cllr. Claude Poirier, Mayor Ron Chisholm, Cllr. Blaine MacQuarrie, Cllr. Courtney Mailman

**IN ATTENDANCE:** Laura Emery, Chief Librarian/Secretary to the Board; Carlee Ryan, Employee Relations Manager; Janet Ayles, Deputy CEO

**REGRETS:** Wanda MacDonald, Cllr. Janet Peitzsche

**1. Welcome – Land Acknowledgement**

Clair Rankin called the meeting to order at 5:04 p.m. and read the Land Acknowledgement.

**2. Approval of the Agenda**

**Motion 39: Poirier/Chisholm. Approved. That the agenda be approved.**

**3. Minutes of the March 21, 2024 meeting**

**Motion 40: Chisholm/Mailman. Approved. That the minutes of the March 21, 2024 meeting be approved.**

**4. Business arising**

There was no business arising from the minutes.

**5. Financial updates**

**a) Summary financial information**

**b) Income statement**

Laura advised that the Summary financial information and Income statement are current to the end of February 2024. Spending is on track and will ultimately end the year close to the projected target. Since this is the first year of the Summary financial report, Laura and Carlee will review the report and see if it is working as expected.

**6. Human Resources committee report**

**a) Community Engagement Manager proposal**

**Motion 41: Chisholm/Mailman. Approved. That we move in camera.**

**Motion 42: Chisholm/Poirier. That we move out of camera.**

**Motion 43: Chisholm/Mailman. Approved. That we create the Community Engagement Manager position.**

**Motion 44: Chisholm/Poirier. Approved. That we approve the cost of living increase.**

## **7. 2024-2025 Draft Budget review & discussion**

Laura reviewed the draft budget. The intention is to keep services at current level and factor in cost increases for existing services. She highlighted items of note including subscriptions for the Open+ Library, the Novel Branch in the Port Hawkesbury Civic Centre, and the self-check units in Guysborough and Port Hawkesbury libraries. The subscription costs cover vendor support and maintenance. There is also a large amount in IT as there is significant dated technology in the libraries. There will be a greening plan created to have a regular schedule for purchasing going forward.

Clair Rankin stepped out. Courtney Mailman stepped in to act as Chair.

## **8. Real Estate proposal**

The matter was discussed in-camera.

## **9. Ministerial correspondence**

**Motion 45: Chisholm/MacQuarrie. Approved. That we move in camera.**

**Motion 46: Chisholm/MacQuarrie. Approved. That we move out of camera.**

Clair Rankin returned to the meeting and resumed the role of Chair.

**Motion 47: Poirier/Chisholm. Approved. That we send the letter to the minister.**

## **10. CEO Report**

Laura provided an opportunity for questions on her CEO report. She shared that the Province has confirmed that we can release the information for the MOU with the District of St. Mary's. The first meeting for the Funding Committee has happened and is off to a positive start.

## **11. Library Reports**

St. Peter's renovations are ready to go to tender. ECRL has received moving quotes to move from current location to the new location.

The facility renovations have started at Petit de Grat. ECRL staff were down before and after the move to the temporary location to get services up and running.

Blaine MacQuarrie provided an update on Port Hawkesbury. There has been a noticeable uptick of the students using the library during lunch breaks. The general public does access the building during the day. They have to be buzzed into the building during the week, but the building is unlocked on Saturdays as the school is not open. The diapers are mainly going to the public through the daycare in the building. The period and incontinence products are well used. The new accessible computer is being used and has been well received by public.

**12. Date of next meeting – May 16, 2024**

**13. Adjournment**

**Motion 48: Chisholm. Approved. That the meeting be adjourned at 6:33 pm.**