

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

PRESENT: Clair Rankin (Chair), Cllr. Claude Poirier, Mayor Ron Chisholm, Cllr. Janet Peitzsche, Wanda MacDonald, Cllr. Blaine MacQuarrie

IN ATTENDANCE: Laura Emery, Chief Librarian/Secretary to the Board; Patricia McCormick, Deputy Chief Librarian

REGRETS: Cllr. Courtney Mailman

1. Welcome – Land Acknowledgement

Clair Rankin called the meeting to order at 5:00 p.m. and read the land acknowledgement.

2. Approval of the Agenda

Motion 18: Chisholm/Poirier. Approved. That the agenda be approved.

3. Minutes of the November 16, 2023 meeting

Motion 19: Chisholm/MacDonald. Approved. That the minutes of the November 16, 2023 meeting be approved.

4. Business arising

a) Minister's Correspondence – Laura presented a draft letter to the Minister asking that he make the filling of the open Provincial Rep position a priority.

Motion 20: Peitzche/Chisholm. Approved. That we send the letter to the Minister with an amendment to include information about the Library's intention to do a recruitment drive to get applications for the unfilled provincial rep position.

5. Financial Report

a) Summary Financial Information

Laura took questions on the financial information. As of December 31, we are underspent on salaries because of an uncompleted short-term staffing position and the later start date for the new Deputy CEO then expected.

b) Income statement to December 31, 2023

We received an extension of our grant to get a van to June 30, 2024. We are still waiting on a delivery date for the new van.

Motion 21: Poirier/MacDonald. Approved. That the income statement to December 31, 2023, be accepted.

c) Grants overview

6. Personnel Committee Report

Laura handed out the committee report.

a) LTD Benefit – employee engagement results

The Insurance Company offered a reduced rate for Long Term Disability benefit if ECRL increased the current waiting period from 17 weeks to 27 weeks. Staff chose to keep the current 17-week period at the current rate.

Motion 22. MacDonald/Peitzche. ECRL will keep the status quo at the current premiums.

b) Sherbrooke Library Assistant Competition

ECRL has posted the job for the second staff person at Sherbrooke Library. The current employee is currently working all of the open hours.

7. CEO report

Laura asked for questions about her report. Highlights of the report include:

We have had improvement in our library programming in terms of consistency as well and social media advertising.

We are giving away menstrual products, incontinence pads, and diapers in our branches. We have provided supplies to the Mulgrave food pantry. Board members are encouraged to pass on information about this program to other community food pantries that would benefit from these supplies. ECRL was given a government grant of \$25,000 for this initiative.

The new Deputy CEO, Janet Ayles, was here to visit, she is finishing up in Alberta and starting work in February.

Motion 23: Chisholm/ Peitzche. Approved. That we receive the CEO report.

8. Draft ECRL-MODSM Agreement

Laura asked for questions or concerns about the ECRL-MODSM Agreement.

Motion 24. MacQuarrie/Chisholm. Approved. That we approve the MOU between ECRL and MODSM

9. Strait Engineering Proposal

Motion 25. Chisholm/Poirier. Approved. That we go in camera

Motion 26. Poirier/Chisholm. Approved. That we come out of in camera

Motion 27. Poirier/Chisholm. Approved. That we award a contract with Strait Engineering for an assessment of the building.

10. ECRL By-Laws Revision

Motion 28. MacQuarrie/Chisholm. Approved. That we change the name of the Personnel Committee to Human Resource Committee in our bi-laws.

11. LBANS

a) Correspondence

WCRL, CBRL, and HPL are all withdrawing from LBANS. LBANS has played an important advocacy role for public libraries. Laura going to rework the draft letter to Janet Ness and circulate it to the Board for approval.

12. Library Reports

Guysborough Open Library - The controller has gone down and we are waiting on Bibliotheca to send a new controller so the Open Library can reopen.

St. Peter's Hub Project – the building is gutted and ready for contractor. The committee is waiting for one more set of drawings and then it will go to tender.

13. Date of next Meeting – February 15, 2024

14. Adjournment

Motion 29: Poirier. Approved. That the meeting be adjourned at 6:30 pm.