

COLCHESTER-EAST HANTS PUBLIC LIBRARY BOARD
Minutes of the 5th Regular Meeting of 2007/08
January 22, 2008

The 5th Regular Meeting of 2007/08 was held in the Stanfield room of the Truro branch library on Tuesday, January 22, 2008. The meeting was called to order at 6:30 p.m. with the following members present:

Mr. Rob Landry, Chair
Councillor Doug Cooke
Councillor Debbie Frizzell
Councillor Brian Kinsman
Mrs. Ruby McDorman
Miss Edith Patterson
Warden John Patterson
Ms Janet Pelley, Secretary and Library Director



Ms Pelley reported that Councillor Kinsman would be leaving before 7 p.m. due to a prior commitment. Regrets were received from Councillors Baker and Flemming, and Councillor Mingo was absent. Also present were: Lesley Brann, Administrator, Adult & Outreach Services; Frances Dionne, Accounts Administrator; Lynda Marsh, Administrator, Youth Services; Shelley Mattix, Administrative Assistant; Bill Morgan, Administrator, Automated and Technical Services; Wendy Robichaud, Community Relations Coordinator.

Welcome

Mr. Landry welcomed Councillor Kinsman to the library board.

Agenda

The agenda was approved on the motion of Warden Patterson and Miss Patterson.

Minutes of the 4th Regular Meeting held November 27, 2007

The minutes were approved on the motion of Councillors Cooke and Frizzell.

Correspondence

Hon. Karen Casey, Minister of Education – a letter from Mr. Landry to Minister Casey thanking her for creating a task force to formulate and recommend a multi-year funding arrangement for operating Nova Scotia's public libraries and requesting an increase in interim funding for 2008/09; also, a reply from Minister Casey acknowledging the Colchester-East Hants Public Library Board's support for the work of the task force and noting that the Department of Education will consider current library budget information along with other educational funding during the ongoing 2008-2009 budget deliberations.

Claire Detheridge, President of the Library Boards Association of Nova Scotia – a letter from Mr. Landry to President Detheridge (in response to her letter of November 19, 2007, which outlined the actions taken and recommended following the announcement of the creation of the provincial task force on funding) to thank LBANS for its hard work on behalf of Nova Scotia public libraries, to report on the board's correspondence with the Minister, and to assure LBANS that the board and staff would assist the association and the task force wherever possible.

John MacDonell, MLA for Hants East – copy of a letter sent to Ian Glasgow, CAO, Municipality of East Hants, requesting information relating to a concern of Mr. Ken Isles about the physical condition of the Mount Uniacke library building and the fact that it appears to be sinking. Ms Pelley and Warden Patterson reported that the matter has been investigated and the building is not sinking.

Ann Marie Downie – copy of a letter that accompanied a \$100 donation from Ms Downie, stating that the gift is in appreciation for the work of a “generous lawyer from the Truro area who offered Literacy Nova Scotia some pro bono advice a few weeks ago”. Ms Downie requested that, if possible, the money be used to purchase books from the Quick Read Series, short books written by well-known authors for people who are short on time or are not confident readers. The money will be used as requested.

Charles Meagher – a note that accompanied a \$250 donation, thanking Ms Pelley for the library's annual report and Christmas card. Mr. Meagher, a lawyer from Alberta, visited the Tatamagouche library three years ago and sent a donation to show his appreciation of the service he had received; each year since he has made a similar donation.

Treasurer's Report

The board reviewed the financial statements, for the period ending December 31, 2007, of the general operating account, the Stanfield memorial fund, and the family literacy project, as well as the balance sheet for the CAP sustainability fund and the statement of library reserves; also, a memo from Frances Dionne, Accounts Administrator, confirming that all payroll deductions under governmental regulations had been made up to, and including, the 15th day of January 2008.

Mrs. McDorman, seconded by Warden Patterson, moved

THAT the financial statements for the period ending December 31, 2007 and the due diligence report dated January 18, 2008 be accepted. Motion carried.

Committee Reports

Audit Committee: Mrs. McDorman reported that the committee had met prior to the board meeting and is recommending that its terms of reference (membership section) be revised to read “Members of the audit committee shall be **three members of the board, including the board's treasurer**, and one representative from the community” Previously two members of the board and one representative from the community were required.

Mrs. McDorman, seconded by Warden Patterson, moved

THAT the audit committee's terms of reference be revised as recommended. Motion carried.

Mrs. McDorman reported that she had completed a review of the bank statements to the end of November 2007.

It was noted that a potential donor to the Tatamagouche Library Support Committee's fund raising campaign wished to donate shares, but the library would need to open a brokerage account to accept them.

After some discussion, Mrs. McDorman, seconded by Miss Patterson, moved

THAT a brokerage account be opened with CIBC Wood Gundy to facilitate the receipt of donated shares. Motion carried.

Discussion followed as to a policy for the liquidation of shares.

Miss Patterson, seconded by Warden Patterson, moved

THAT donated shares to the library be liquidated as soon as possible after receipt by the brokerage firm. Motion carried.

The idea of investing monies from the library's reserve accounts into guaranteed income instruments was discussed. It was agreed that a delegation from the audit committee and staff meet with bank and brokerage firm officials to investigate investment options that could increase returns without jeopardizing the special banking rates now in place. Mrs. McDorman, Mr. Landry, Mrs. Dionne, and Ms Pelley were selected to form the delegation.

Mrs. McDorman, seconded by Councillor Frizzell, moved

THAT the selected delegation be authorized to investigate options for investing funds from the library's reserves Motion carried.

It was agreed that the audit committee will review the findings of the delegation and draft a proposal for board's consideration.

The next meeting of the audit committee will be held with the auditors to discuss year end financial statements.

Mrs. McDorman, seconded by Warden Patterson, moved

THAT the audit committee report be accepted as presented Motion carried.

Building and Vehicles Committee: Ms Pelley reported that ceiling light fixtures in the main foyer of the Truro branch were at risk of falling and needed updating; S. Sorensen Electric Ltd. was hired to install and secure new, more energy efficient fixtures. Approximate cost: \$1,200.00.

Personnel Committee: Ms Pelley reported on recent staff changes and activities, as outlined in the library director's report, noting that Stewiacke branch manager Evelyn Caldwell had retired after 27 years' service, and, in accordance with her wishes, there would be no retirement party and the board's contribution to a gift will be used to purchase magazine subscriptions for the Stewiacke library; a card of thanks and congratulations was mailed to Ms Caldwell. Other staff activities included the return of part time, technical services clerk Anna Pottie from a four-month medical leave and the return of Elmsdale circulation clerk Shelly MacDonald, following a leave of absence to take a term position at a medical library in Halifax. Ms Pelley reported that the recruitment process for a children's and outreach programming coordinator, to cover Susan LaPointe's long term medical leave, has been put on hold until the Stewiacke branch manager position has been filled, because eligible staff members, who applied for the term position, may be interested in applying for the ongoing position in Stewiacke.

Library Director's Report

Ms Pelley reviewed her report (copy attached) and circulated copies of the flyer about the 2008 Ada Mingo Memorial Teen Writing Awards and the newsletter containing last year's winning entries. She noted that the 2008 program will be launched on February 1st and the awards, handed out on May 1st. Ms Pelley then distributed an Australian article, "Build a library, build a clever country" from the *Sydney Morning Herald* (December 22, 2007).

Other business

Funding Task Force: Warden Patterson, a member of the task force, reported that the next meeting is scheduled for February 1st and two subgroups have been developed, one looking at the current library standards document, in relation to public library standards in other countries, and the other group preparing financial information for the task force. He noted that a consultant will be hired to oversee and direct the process and the task force will be compiling information and submitting a three-year funding recommendation to the Minister of Education. Ms Pelley added that the proposed memorandum of understanding will also contain targets for libraries to achieve.

Stewiacke Branch: Ms Brann reviewed current open hours and staff work schedules, noting proposed changes to staff schedules, in order to eliminate a three-shift work day, without any impact on open hours and ensuring that two staff members are on duty at all times.

Tatamagouche Branch: Ms Pelley reported that, to date, the local fundraising campaign had raised over \$22,000 for library materials and library staff members are determining the best method to purchase, process, and hold the books and other items for opening day of the new branch facility. Councillor Cooke reported that the Municipality of Colchester is negotiating the purchase of the land and it is hoped the transaction will be completed by March 31, 2008.

Central library and headquarters: Referring to her report, Ms Pelley noted that Truro's library facilities committee had accepted the architects' conceptual design and, at Town Council's February 4th meeting, it would be recommending that council approve the project in principle and move the process to the next step, i.e. identify sources of funding. Warden Patterson noted that a milestone has been reached and the recommendation to town council is positive progress. Ms Pelley noted that the architects have offered their help with presentations during a fund raising campaign and that recently they had been hired to design a new library for Kentville.

Library service to Nova Institution for Women: Mr. Landry reported on his discussions with the program director at the Nova Institution for Women, noting the need for enhanced library services at the corrections facility. He noted the possibility of funds to support service delivery by the public library and requested that the board authorize library staff to enter into discussions with Nova Institution staff.

Warden Patterson, seconded by Councillor Frizzell, moved

THAT library staff enter into discussions with staff from Nova Institution for Women to see if public library services can be developed and funded for the inmates of the corrections facility. Motion carried.

Wireless services: Ms Pelley reviewed last year's decision of the board to restrict wireless access to the internet to the daily times of 9 a.m. to 9 p.m. in order to limit after hours, unregulated access outside and around library buildings. She noted that the funding task force is likely to recommend 24 hours a day/7 days a week wireless access as a standard core service of public libraries. She outlined new protocols for using and monitoring the service – users must have a library card and when they sign on, a flash page appears on their screen listing the rules for using the system; also, usage-level monitoring and download limits are in place. The board agreed to extend the wireless access service to 24 hours a day/7 days a week.

Library Foundation: Miss Patterson reported that \$15,292.69 had been raised to date. She noted that the annual donation to the library board will be earmarked for purchasing fiction books and that a portion of the funds raised will go towards building an endowment fund. She reported that the foundation has a brokerage account for accepting donations of shares.

LBANS: Warden Patterson reported that the last meeting had focussed on task force-related issues, noting that the next LBANS meeting would be mid-March. He expressed LBANS' appreciation to the board and staff for arranging space in the Truro branch for its meetings.

Next Meeting

The next meeting of the board is scheduled for Tuesday, April 22, 2008 in the Truro branch's community room. A light supper will be served at 6 p.m. with the meeting to start at about 6:30 p.m. A draft budget for FY2008/09 will be on the agenda.

There being no further business, the meeting adjourned at 8:00 p.m.

Chair

Secretary

[Special note: the next meeting was rescheduled to Tuesday, May 27, 2008 due to a delay in the announcement about funding to public libraries for FY2008/09.]

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Circulation & Reference Services

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Youth Services

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Gates Learning Centre

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Report of the Library Director January 22, 2008

The only constant is change – a well-worn statement, but a particularly apt one for the library.

Staff

“I have enjoyed my time at the library and I have worked with many wonderful people over the years”, so wrote Stewiacke branch manager Evelyn Caldwell on January 9th in her message of resignation after 27 years’ service. In turn, her supervisor Lesley Brann noted, “Evelyn was very dedicated to her branch and the patrons of Stewiacke and her shoes will not easily be filled. We wish her the best in her retirement.”

In December, part time technical services clerk Anna Pottie was welcomed back from a four-month medical leave. Our thanks to Sheryl Robinson, Sue Sinclair, and Patricia Thorsen for sharing the position and ably carrying out its duties. Anna has also joined one of the two Sunday crews in Truro and now alternates with Sheryl as monitor in the Gates computer lab.

In January, Elmsdale circulation clerk Shelly MacDonald returned to her duties following a leave of absence to take a term position at a medical library in Halifax.

Susan LaPointe’s long-term medical leave, that started in November, prompted a posting for the term position of children’s and outreach programming coordinator, resulting in 3 internal and 31 external applications. The recruitment process is on hold, pending the Stewiacke branch manager posting and response.

Meetings and Learning Opportunities

Task force on library funding. This provincial group, charged with reviewing funding needs and formulae and drafting a three-year funding strategy for public libraries, held its first meeting on December 7th. We were pleased to learn that a member of our library board, Warden John Patterson from East Hants, has joined the task force as one of two representatives of the Union of Nova Scotia Municipalities. Truro's chief administrative officer Jim Langille is also a member, representing the Association of Municipal Administrators.

CoRDA. Adult and outreach services administrator Lesley Brann is the library's representative on committees spearheading two initiatives of the Colchester Regional Development Agency, namely promoting and celebrating diversity in Colchester and encouraging and facilitating immigration to the county. In December, Lesley also attended a student appreciation night designed to help post-secondary students, home for the holidays, meet with prospective employers.

CALA/EHALA. Lesley and youth services administrator Lynda Marsh continued to represent the library at board meetings of the adult learning associations in Colchester and East Hants respectively.

HeartWood. Lynda, Brenda Peters (teen programming coordinator), and Nathan Swan (2007 high school graduate and a member of the Truro library staff as a general clerk and a Sunday circulation clerk) attended a one-day, interactive session in Truro on youth engagement and mental health, facilitated by the HeartWood Centre for Community Youth Development. The session brought together youth and representatives of youth-serving agencies from Newfoundland, Nova Scotia, and Prince Edward Island. The day's deliberations and findings are part of a research study in Atlantic Canada designed to explore the link between young people's sense of mental health and well-being and their involvement in their community. The study also seeks to identify the connections and resources needed to advance youth engagement in the community. Colchester is one of the sites for this study.

Alphabet Soup. Lynda is a member of the organizing committee working to bring *Alphabet Soup* to the region under the auspices of the Colchester-East Hants Health Authority (CEHHA). Developed in Manitoba, the 6-week family learning program encourages family literacy and healthy eating.

Conversation café on mental health promotion. Lesley attended this session facilitated by CEHHA's primary health care and mental health services to encourage community participation in mental health promotion initiatives.

Education Institute. With PowerPoint slides, received by email, in hand and a live connection by telephone, several staff members were able to "attend" these two audioconferences from the Ontario Library Association's Education Institute – *Ten top technologies for 2008* and *Organization 2.0*. Our thanks to the Nova Scotia Provincial Library for covering the fees.

Staff Pension Plan update. A representative from Standard Life (the administrator of the Union of Nova Scotia Municipalities pension plan) visited the Truro library to provide an update on the plan and its investment options for members from the library and the Village of Bible Hill.

Information Technology

Wireless Service. One can never predict the innovative uses of technology. Automated and technical services administrator Bill Morgan recently reported the following:

A commissionaire assigned to the Truro police force is currently using our wireless service to access translation services online. He uses a special signal booster placed in a vehicle between the library and the police station to log on to our services. The device is secure and only allows access to his library card and pin #; no one else is able to use the amplified signal.

A recent request from a patron as to where she could charge her cell phone, while she used one of our computers, prompted some discussion and research. In the short term, if requested and an outlet is available, staff will allow people to plug in their chargers for cell phones, PDA's, etc, making it clear that the library is not responsible for any losses or damage. The image of a pay-as-you-go, multi-outlet charging machine, standing next to a library's coin-operated photocopier/printer is not far-fetched. A "Google" search revealed that there are charging stations on the market and airports, restaurants, and hotels are starting to offer the service to their customers.

Gates Learning Centre. Bill Morgan gave the following update on the busy computer lab in Truro:

Requests to use the lab for training continue to pour in. IT Works for Women is wrapping up their second year at the end of February, but should receive a grant for a third year. There is also the possibility of a similar group for men (IT Works for Men) receiving a grant and requesting use of the lab. The Multicultural Association of Colchester's project, *Senior Immigrants Striving to be Canada's Assets*, is also using the lab for training extending into April. The Truro Chamber of Commerce returns in March for an 8-week session. Image Makers Photography and Royal LePage have booked the lab for one morning each. Training will be provided for the Women's Institute of Nova Scotia's board members on Feb 1. Due to the level of demand and the limited closed hours, some of these requests result in the closure of Gates public hours.

"Winter" Youth Workers. Thanks to a Service Canada grant to the NorthC@P Society, recruitment of youth workers for the Elmsdale, Mount Uniacke, and Truro branches is underway. If suitable candidates apply, the 15-week (10-hours-a-week) contract workers will conduct computer training classes and tutorials for the public, helping us reduce the waiting list.

Facilities

Tatamagouche. Now that the southeastern corner of the village field has been chosen as the site for the new library building, the question from community members has changed from “where” to “when”. We hope to know the answer in a month or two. Meanwhile the Tatamagouche Library Support Committee's fundraising campaign for books and other materials is thriving. As of January 21st \$22,354.62 has been raised! (Attached is an article on the site selection and the campaign from the December 2007 issue of *The Light*.)

Truro. Friday, January 17th Truro's library facilities committee met with the architects Brian MacKay-Lyons and Talbot Sweetapple to review the library project to date. The committee accepted the architects' conceptual design and is recommending that town council approve the project in principle and move the process to the next step (i.e. identify sources of funding). The committee's recommendation should go before council at its February 4th meeting. (Attached is an article from the Colchester Historical Society's member newsletter no. 236; yours truly was invited to write about the possible new facility and the library's history in the civic square.)

People Helping People

Casual dress Fridays. Many workplaces allow casual dress on Fridays in support of charities. The library is no exception; however, administrative assistant Shelley Mattix was noticing that participation was fading and so she raised the topic at a recent staff meeting to see if there was interest in continuing the fundraiser. The answer was yes. Would participants find it easier, if the \$2 weekly “fee” were deducted directly from their pay? The answer was yes. Interested staff members signed on and the list of charities to be supported was reviewed and adjusted. The result? More people are participating and the following charities will receive a significant increase in donations from library staff:

Arthritis Society of Nova Scotia
Big Brothers/Big Sisters of Colchester
Canadian Cancer Society
Canadian Diabetes Association
Canadian Red Cross
Colchester-East Hants Public Library Foundation
Colchester Regional Hospital Foundation
Heart and Stroke Foundation
Maggie's Place: A Resource Centre for Families

Each charity is supported for a month, with the exception of the library foundation, which is the featured charity for four months during the year. As Shelley noted in her report to participants, “WAY TO GO!!!!!!”

Large print books find 2nd home. Shelved in the overcrowded headquarters collection, after making the rounds of the library's branches and satellites, a number of large print books were weeded and withdrawn from the collection. Unsold at the November book sale, about fifty of them found a grateful home at Brentwood Ponds, a seniors' residence near Brookfield, and another fifty now reside in the Middle Stewiacke Recreation Centre, where there is a small, donation-based community library.

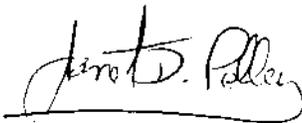
Codes and decoding. Never underestimate the value of staff assistance. Brenda Peters reported the following encounter:

One evening I was asked for assistance in the YP [young people] section by the mother of a young teen who was just venturing into that section of books. She said that she felt overwhelmed by the prospect of moving from Juvie books to YP books and didn't know where to start. I showed her our stand-up poster with all the genre stickers on it and explained that she could simply look for genre labels to start with. After looking at the poster and then looking at the YP stacks, she brightened up considerably and said 'You've just decoded the library for me!'. It was a gratifying moment.

Library bags. Never underestimate the value of patron interest in the library and its activities. Adult services assistant Angela Headon reported the following encounter:

A patron was in to buy a library bag. She had purchased one for herself and everyone at work had admired it, so she was here to get one for a co-worker. She then asked how much profit we make from the bags. When I told her it was about \$1 a bag, she suggested that we charge \$10 each [current price is \$9]. Next, she inquired about any other fundraising we do. I gave her one of the Foundation brochures and told her about items the Foundation had purchased in the last few years. She was very impressed and grateful for the information, which she said she would pass along at work.

In our ever changing (and troubled) world, examples of people helping people give hope and comfort.



Janet D. Pelley
Library Director

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The LIGHT

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Season's Greetings

COLCHESTER EAST HANTS PUBLIC LIBRARY
 TRURO, NS



Library location selected Fundraiser begins

By David Stevenson
 Colchester County Council confirmed unanimously on Nov. 29th the motion to locate the new Tatamagouche branch library in the southeastern corner of the village field.

This marks a giant step forward for library services on the North Shore, for the present building is so small school classes fill the entire space when they visit. As well, programs that are usually available across the province have been unavailable here because of the cramped quarters the library occupies.

County Council met as a committee in Tatamagouche on the evening of Nov. 15th to hear the opinions of people in the area. The audience of close to 80 was positive and supportive of the choice made by Council. Close to 30 adults and children expressed their desire for a central location, and applause expressed the gratitude of those present when the decision was voted upon.

On Friday, the day after the Council confirmed the location, the Tatamagouche Library Support Committee began its fundraising campaign to increase the size of

the collection that will be available when the new facility is opened. The thermometer in the window of the library will get hotter as the donations come in.

The Committee has set a goal of \$25,000, hoping it will allow a new set of shelves to fill part of the space in the new facility on the village field.

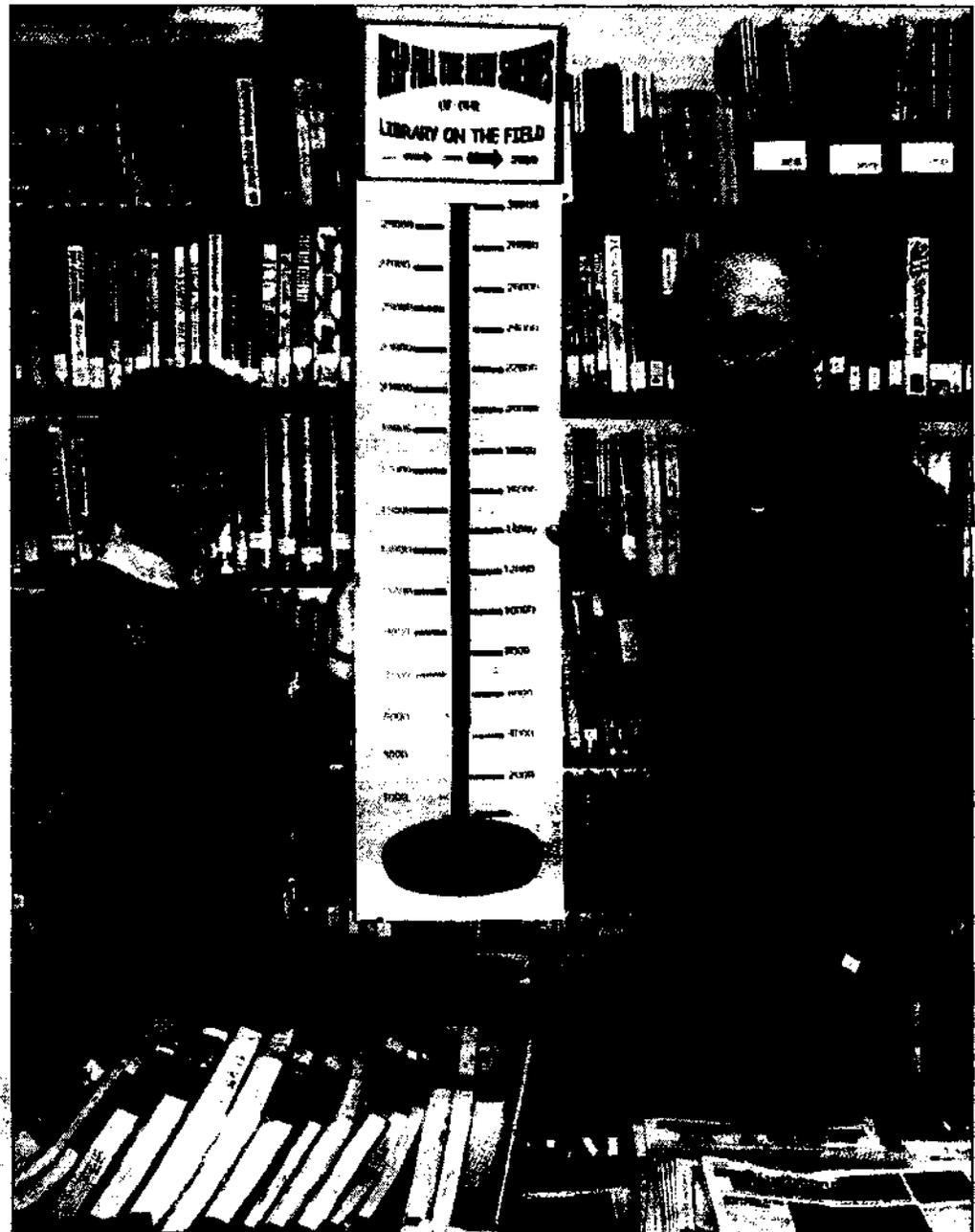
The library staff will begin to select books and other materials for borrowing with the funds that are contributed.

Receipts for income tax purposes will be issued by the library for all donations of \$20 or more.

Information on the fundraising is available at the library.

The fundraising campaign focuses on the materials that can be used in the building, and can be borrowed, for municipalities in the province provide the facilities to house the library service. This encourages donors to support the part of the library that can be used by everyone - books, CDs, DVDs, and other media that are part of the collection.

The Committee will be providing updates on the fundraising campaign each month in The Light.



David Stevenson is shown with Christine Panikhurst, librarian at the Tatamagouche Library due to be replaced by a new facility. A fundraiser, spearheaded by Stevenson, is in the works to raise money for books, CDs, DVDs, and other media for the new library.

(Nicholson photo)

Exciting Times for a Longtime Neighbour in the Town's Civic Square

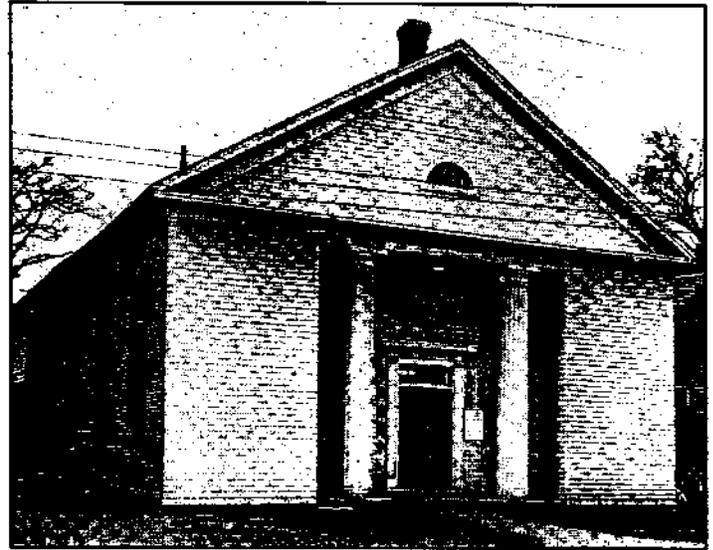
By: Janet D. Pelley, Library Director

The Colchester-East Hants Public (formerly Regional) Library may not be the oldest resident of Truro's civic square, but it can claim occupancy near, and in, the square since 1950. For 17 years, the central branch and headquarters for the region were housed in the Normal School building, constructed in 1855 on the south side of Victoria Street across from the civic square. [See photo at right.]

In its first year, the library recorded a region-wide circulation of 94,261 books, a significant number considering the occasions when the Truro library "was closed through lack of heat, and the 3-week interval in September when all children under 16 years of age were excluded from the Library because of the polio epidemic." (First Annual Report of the Regional Librarian [Shirley B. Elliott] for the year ending December 1951). Miss Elliott also noted that 5,864 books were purchased with a Carnegie grant of \$10,000.

Fast forward to February 28, 1968 when the Regional Centennial Memorial Library (a.k.a. the Truro Branch and Regional Headquarters) was officially opened under the stewardship of Chief Librarian Greta L. Rose. Constructed on town land in front of the 1878 Provincial Normal College building, the 16,289 square-foot library was large and modern, with separate reading areas for adults and children, a community meeting room, and ample space to house a growing collection, including the addition of phonograph records.

Flash forward 39 years to 2007 - the building has served the community well; however, its size and



This is a picture of the 1855 Normal School building.

layout no longer meet the needs of a growing and increasingly diverse library service. The Town of Truro is considering a design for a 34,054 square-foot facility on the corner of Prince and Young Streets. The two-floor plan would provide features currently available plus increased access to technology, a teen zone, group and individual study space, comfortable seating for a relaxing read, a café, and 70% increased capacity for books, CD's, DVD's, etc.

Over the years, the "tools of the trade" may vary, but the role of the public library remains constant, namely to promote a love of reading, learning for a lifetime, and a sense of community.

Conceptual Rendering of a new library building - View from Young Street shows new building with incorporated façade of the former fire hall.

Photo Credit: MacKay-Lyons Sweetapple Architects

