Colchester-East Hants Public Library Board
Meeting Minutes
2nd Regular Meeting of 2026-27
June 23, 2026

Present
Councillor Pam Osborne (Chair)
Councillor David LeBlanc (2nd Vice-Chair)
Councillor Alison Graham (Treasurer)
Councillor Mike Cooper
Councillor Charlene Fletcher
Councillor Norval Mitchell
Councillor Michael Perry

Virtual
Melissa Feaver (1st Vice-Chair)
Nathan Little
Donna MacGillivray

Staff: Jeff Mercer (Executive Director and Chief Librarian), Bill Morgan (Director, Collections and Technology), Jenn Atkinson (Director, Youth Services), Lesley Brann (Director, Adult Services), Tracy Spence (Human Resources Administrator), Samiya Ayaz (Finance Administrator)

1. Call to order and establish quorum

   P. Osborne called the meeting to order at 8:14pm and read the Land Acknowledgement and People Recognition Statement.

2. Approval of Agenda

   Room Booking Policy – Proposed Revisions added as item iii under Unfinished Business – Policy Review.

   Motion: That the agenda be adopted as amended.
   MITCHELL/Cooper. Motion carried.

3. Minutes of the 1st Regular Meeting held on April 28, 2026

   Discussion was held about corrections needed in the minutes of the previous meeting. Discussiong was also held about the level of detail provided/needed in board meeting minutes; this will be added to the agenda for a future meeting.

Approval of the minutes of the 1st Regular Meeting of 26/27 held on April 28, 2026 is tabled to the 3rd Regular Meeting of 26/27, to allow time for corrections to be made.

4. Correspondence

None to report.

5. Executive Director's Report

J. Mercer presented the ED report as circulated via email and opened the floor for discussion.

A. Graham asked if a car dealership was involved with the Next Ride program in Truro; J. Mercer clarified that it is not a sales-driven event and is more about promoting environmental sustainability.

D. LeBlanc asked about the possibility of the Library participating in the Stewiacke Town Days parade. B. Morgan stated that the Library had participated in 2024. M. Perry spoke about Mount Uniacke's participation in their community parade.

Motion: That the Executive Director's report be approved as presented.
PERRY/MacGillivray. Motion carried.

6. Treasurer's Report

No written report, as the auditor's report and the 2026-27 budget was presented at the CEHPL AGM immediately prior to this meeting.

J. Mercer presented the 3 financial statements for the period ending May 31/26:

a) Stanfield – Nothing to highlight or report.
b) Reserves – J. Mercer pointed out efforts to move and spend some small reserve amounts, namely gifts for branches. Noted the Grace Brown bequest and the Foundation Donation reserve, both for library materials. Staff reserves, vehicle reserves, and Truro reserves all very healthy.
c) General Operating – J. Mercer's provided a brief overview of the current state of revenue and expenditures. Highlights included a Same Page grant to help with postage costs, higher revenue from consumables revenue than anticipated so far, and the library also showing higher revenue than budgeted for on the interest budget line (which is always budgeted low). Spending is on track for salaries and benefits and postage, and invoice from auditors was received. Spending has begun on collections and programming, and reserve amounts will be moved into General Operating as year progresses.

N. Mitchell asked when we can expect payments from municipal/provincial funders. S. Ayaz confirmed that the first quarterly payments were received in June, and so are not reflected on the May 31 statement.

N. Mitchell asked if the library is meeting its mandated fundraising amount (3% of operating budget). J. Mercer confirmed that bequests and donations from the Library Foundation put us above the 3%, before other donations and fundraising efforts are accounted for.

Motion: That the Treasurer's report be approved as presented.
LEBLANC/Fletcher – Motion carried.

7. Unfinished Business
    a) Policy review
        i. Draft: Respectful Workplace Policy.

J. Mercer provided a brief summary of this policy, which will work alongside existing policies, such as the Violence in the Workplace policy. It addresses workplace harrassment, abuses of power, and details how employees can take action.

N. Little provided general drafting notes in the Zoom chat and will share with J. Mercer via email. N. Little recommended that an external review be conducted for policy of this nature. J. Mercer and staff agreed.

P. Osborne confirmed that the policy she has is a Human Resources policy, but that it is an older one and may be out of date. J. Mercer stated that it is not in the most recent binder of policies.

Action: P. Osborne asked all board members to review the Respectful Workplace Policy, with comments and suggestions to be sent to J. Mercer via email by July 15.

Action: J. Mercer will draft a new version of the Respectful Workplace Policy based on board feedback and review by a lawyer/HR consultant. Once reviewed by the consultant, the revised Policy will be circulated to the Board for an e-vote.

        ii. Draft: Credit Card Usage Policy

S. Ayaz highlighted the change made from the April 28 meeting that states the Treasurer will review all transactions following payment for final signoff.

Motion: To adopt the Credit Card Usage Policy as presented.
PERRY/Graham. Motion carried.

        iii. Room Booking Policy

J. Mercer provided J. Mercer provided an overview of the jurisdictional scan of libraries and related facilities, and how their room rental rates compare with the Library's current rate structure for our region. The Library had identified a need to recover costs given

increase in community use and increase in staff time and effort. Under proposed changed to policy, non-profits would continue to be free, with donations encouraged. $25 flat rate per hour will apply to all others bookings. Government not considered non-profit under the new policy, with a provision that fees can be waived at CEO's discretion.

Lengthy discussion ensued among board members about room bookings by provincial government departments and what type of bookings would be considered to be of benefit to the community and therefore not charged. M. Perry asked staff if community groups have been denied because of the number of government bookings, and M. Cooper asked how much revenue we would generate by charging rental fees to government. Staff would need to review the room booking data to answer those questions.

Action: Staff will review previous year's room booking data for an approximate value of revenue from government agencies based on the proposed rate revision and report to the board at the 3rd Regular Meeting of 26/27.

Action: P. Osborne asked all board members to review the Room Booking Policy, with comments and suggestions to be sent to J. Mercer via email by July 15.

Action: J. Mercer will update proposed changes of the Room Booking Policy based on board feedback, to be discussed at the 3rd Regular Meeting of 26/27.

8. New Business
    a) Equity, Diversity, Inclusion and Accessibility
        i. J. Mercer shared that the Library will be participating in the Truro Pride Parade on Saturday, June 27. The Truro Library Adult Services staff will be hosting an after-hours Queer Pop Culture Trivia night on June 26 (in partnership with Truro Pride) and Youth Services staff will run a Get Your Pride On craft program the morning of the parade so families can create things to wear/carry in the parade.
        ii. N. Mitchell reported that the NFSM Equity and Community Well-being committee has sent a request to the province advocating for library funding.

9. Member Roundtable
    a) **D. MacGillivray** - Sad to share the news about the passing of Patsy Paul-Martin. In happier news, Jude Clyke from Truro ANS was recognized by NSCC for his community advocacy.
    b) **M. Feaver** – New job is going well, and both children are moving up into new schools. September will be exciting.
    c) **N. Little** – Lots of time spent with the new nephew since his arrival.
    d) **N. Mitchell** – Attended the 15th birthday of the East Hants Family Resource Centre, where they gave away books and the Elmsdale Library was present handing out July program flyers. On a personal note, received notice that will be inducted into the Bridgetown Hall of Fame for soccer. Congrats, Norval!

e) **M. Cooper** – Assisting soon-to-be-licenced granddaughter with her driver training. Serves on the Cliffs of Fundy board and at their AGM the night previous, they made a motion to allow people to stay for longer terms as the board is working so well together.
f) **D. LeBlanc** – Nothing to report.
g) **C. Fletcher** – Author Steve Skafte was in Bass River talking about his book. He also recommended a business in Great Village on his social media.
h) **M. Perry** – The Mount Uniacke Library had a great showing at the community parade. Their float was full of people of all ages and really demonstrated the diversity of library usership. On a personal note, both children will be in the same elementary school in the fall, simplifying morning drop-offs. Wishing everyone a happy and safe summer, and thanks to the board for keeping him out of trouble during role as board chair.
i) **J. Mercer** – Had to take an unexpected leave of absence for 2 weeks in May due to a family emergency. Expressed appreciation and gratitude for the support of the staff and board, as did not have to worry about the library while away.
j) **S. Ayaz** – Busy quarter with audit and budget. Auditors had no concerns. Thanks to J. Mercer and T. Spence for their support and trust, and to staff for their understanding and accommodating.
k) **T. Spence** – Audit is over, interviews are coming up in Stewiacke for on-call positions, and new pay scale will be applied.
l) **L. Brann** – Approved (with Megan Cameron) to present on the Rachel Reid event at the upcoming NSLA conference.
m) **J. Atkinson** – Summer Reading Club is well underway!
n) **B. Morgan** – Preparing to launch the new web events calendar.
o) **P. Osborne** – Wishing everyone a great summer. Was also out unexpectedly for a couple of weeks to support family in hospital, but all is well now. Thank to the board for their trust in being Chair of the board.

M. Perry added that he would like to see community organizations like library and municipalities doing more cross-promotion. Try and plug core library services in flyers and websites, incorporate into municipal documents, etc. Municipalities are trying to engage more in community, and coming together with organizations like the library could benefit everybody. Once message gets out to more people, more people will know what's going on at libraries.

P. Osborne issued a reminder re: actions concerning library policies, due July 15.

10. Next Meeting

The next CEHPL Board meeting will be held on September 22, 2026 at 6:30pm

11. Adjournment

Motion: That the meeting be adjourned at 9:56pm.
COOPER/MacGillivray. Motion carried.