



Halifax Regional Library Board

Meeting Minutes

November 25, 2016

Central Library, 3rd Floor Boardroom 4:30-6:30pm

Present: Dr. Paul Bennett (Chair)
Tara Gault (Vice-Chair)
Stephanie Clark
Leah Hamilton
Lorraine Glendenning
Janet Newton
Sam Austin

Regrets: Brad Munro
Rany Ibrahim

Staff: Åsa Kachan, CEO & Chief Librarian
Terry Gallagher, Director of Finance & Facilities
Mairead Barry, Director of Strategy
Debbie LeBel, Director of Access
Alison Lucio, Executive Assistant to the CEO

1.0 Call to Order/ Approval of Agenda

Paul Bennett called the meeting to order.

Moved by Stephanie Clark and seconded by Lorraine Glendenning that the Agenda be approved as circulated.

Motion carried.

2.0 Motion to approve the minutes of September 29, 2016

Moved by Tara Gault and seconded by Janet Newton that the Minutes of September 29, 2016 be approved as circulated.

Motion carried.

Dr. Bennett welcomed one of the three new board members who was in attendance; Councillor Sam Austin. Lisa Blackburn is the seconded councillor that has been appointed to the Halifax Regional Library Board. Brad Munro and Leah Hamilton have been appointed by the province.

3.0 Business Arising

3.1 Strategic Plan Update

Mairead Barry provided an update to the Board on the Strategic Plan. The new brand will be incorporated into the Strategic Plan, and it is anticipated that a near-final version will be presented to the Strategic Planning Committee within the next couple of weeks, with the expectation that the Strategic Plan will be put forward to the full board for approval at the December meeting.

After much discussion at many levels of the organization – including at the board level “Community member” will be the term used by Halifax Regional Library for people who use our library services.

3.2 Self Assessment Update & Draft Report

The results of the Board Self- Assessment were included in the board package. These results include responses from 7/8 current board members, and is therefore an accurate reflection and good profile of what the board looks like at this moment in time. Noted is that there are currently individuals undergoing reappointments and appointments of councilors are expected as well.

The board discussed the value of this assessment as it will serve to highlight skills that are currently strong and those skills that need strengthening in our board composition. Risk Management and Business Management are skills that the board should consider in new appointments. The board expressed appreciation that there is currently a good balance of age range and geographic representation of current board members. It was suggested that as new appointments are considered, disability and access should be a consideration.

Moved by Stephanie Clark and seconded by Tara Gault that the report be accepted as circulated, with the intention that the document will be used as a guiding document in advising the city and province as appointments to the Halifax Regional Board are considered.

Motion carried.

4.0 New Business

4.1 2017-18 Halifax Library budget

Åsa Kachan led a presentation and conversation regarding the budget process and the Operating and Capital budget submissions the Library will submit to the municipal government. The board expressed their appreciation for the information – specifically the capital budget information which in previous years had not been provided to the board in this format.

5.0 Chief Librarian and CEO Report

5.1 Monthly Report

Åsa Kachan provided an overview of her CEO report. Highlights included:

- The Strategic Plan is near completion and it is anticipated this work will be presented to the Board in December.
- Website redevelopment is currently underway. The organization has received responses to the RFP and HPL will be entering into further conversations with the preferred vendor.
- Åsa Kachan met with members of the new City Council as well as the Chief Administrative Officer, Jacques Dubé. Mr. Dubé was previously the CAO for the city of Moncton, where libraries do not have the same structure and do not appear under the CAO.
- Met with the Auditor General for the city, Ms. Evangeline Colman.
- A citizenship ceremony was held at Central Library; in addition to the Library hosting the event, Åsa provided a congratulatory message. It was a great event and an excellent way to highlight the work of HPL and the community partnerships that the organization has.
- Åsa Kachan has been asked to attend NELI (Northern Exposure to Leadership Institute) as a mentor. HPL will be sending two individuals as participants; Sam Sternberg and Mark Black.

6.0 Board Committee Reports

6.1 Executive Committee

The Committee did not hold a meeting between meetings of the Board. It is anticipated that the Committee will resume in December.

6.2 Finance & Audit Committee

Leah Hamilton, Chair of the Finance & Audit Committee, began her report with praise for the new format of the CEO report. A Finance & Audit Committee report was circulated in the board package. The Committee met earlier in the week, and discussed in detail the draft Capital and Operating budget submissions, looking ahead to a 10 year horizon as the HRM has asked for. The Committee was presented a preliminary budget and the organization is currently working with the city on addressing the validity of some assumptions. It is expected that the Finance meeting being held in December will have more finalized budgets presented.

*Moved by Leah Hamilton and seconded by Janet Newton that the report from the Finance & Audit Committee be approved as circulated.
Motion carried.*

7.0 Motion to Move In-Camera

The Board stated there was no need to hold an in-camera session.

8.0 Other Business

There was no further business.

9.0 Adjournment

Moved by Sam Austin and seconded by Lorraine Glendenning that the November 25, 2016 meeting of the Halifax Regional Library Board be adjourned.

Motion carried.



Chair