



Halifax Regional Library Board
Regular Agenda
Boardroom - Halifax Central Library
Thursday, September 29, 2016 4:30-7:00pm

Present: Paul Bennett, Chair
Tara Gault, Vice-Chair
Councillor Wayne Mason
Stephanie Clark
Lorraine Glendenning
Janet Newton

Regrets: Rany Ibrahim
Councillor Matt Whitman

Present from Staff: Åsa Kachan, Chief Librarian / CEO
Mairead Barry, Director of Strategy
Cathy Maddigan, Director, Human Resources
Debbie LeBel, Director, Access
Kathleen Peverill, Director, Public Services
Alison Lucio, Executive Assistant to the CEO
Dion Phillips, Manager of Finance

Observer: Chris Rodgers, NSUPE Local 14

1.0 Call to Order / Approval of Agenda

*Moved by Wayne Mason and seconded by Janet Newton the Agenda be approved as circulated.
Motion carried.*

2.0 Motion to approve the Minutes of June 23, 2016

*Moved by Janet Newton and seconded by Tara Gault that the Minutes of June 23, 2016 be approved as circulated.
Motion carried.*

There was a request to fix a typo under item 8.0, as the text should read “next” as opposed to “nest”.

3.0 Business Arising

3.1 Strategic Plan Update

Mairead Barry provided an update to the Board of Trustees on the Strategic Plan for Halifax Public Libraries. Themes and priorities have been identified; these were shared with the Board for feedback and input. The Strategic Plan will have a customer-centric focus through all of the priorities. The Board discussed the various different terms that libraries currently use for

“customer”, whether it be patron, member, user, customer, etc. Marketing and Communications will engage the public in this discussion to seek their preference.

The four core, overarching themes were discussed; Access, Technology, Service, and Diversity. The five priorities and overarching intentions of “Reach Further” “Push Boundaries and “Be Brave” were discussed with the group. The intention of identifying these intentions and priorities intends that these will be used throughout the Halifax Public Libraries to prioritize the work of the organization from high level objective setting down to the day to day decision making in front line work.

Metrics and goals will be developed by the Senior Team and will be tested to ensure usability of the plan and tool.

The Board members provided feedback, language will be finalized and objectives and priorities set for the next Board meeting along with the Vision and Mission.

3.2 LBANS Conference Update

Dr. Paul Bennett provided an update on the LBANS Conference that was held this past weekend at Pictou Lodge. The conference was attended by Paul Bennett and Janet Newton. LBANS held a tribute to outgoing member Doug Vaisey.

Dr. Bennett spoke to the possible leadership that HRL Board members might be able to contribute to LBANS.

4.0 Chief Librarian and CEO Report

4.1 CEO Report

Åsa Kachan, CEO & Chief Librarian, provided an update to the Board. Highlights included:

- Halifax Public Libraries will be hosting the Canadian Urban Libraries Council (CULC) and Public Libraries Leaders (PLL) next week.
- Proud to travel to Ottawa with Dr. Bennett, Board Chair, as the architects for Halifax Central Library received the Governor General’s Award for Architecture.
- RFP for the website redesign has been posted. The organization is anxious to get this work started.
- Terry Gallagher has accepted the position of Director of Facilities & Finance, and will be joining the organization on October 24. Mr. Gallagher was the HRM’s lead on the build of Central and has exceptionally strong project management skills.
- Kathleen Peverill, Director of Public Service, is currently working with Terry Gallagher on the final stages of the Musquodoboit Harbour design.

5.0 Board Committee Reports

5.1 Executive Committee

The Committee included a written report in the board package.

Moved by Waye Mason and seconded by Tara Gault that the report from the Board Executive Committee be accepted as circulated.

Motion carried.

5.1.1 Skills Matrix

The Board discussed the draft Board Skills Matrix that was included in the package. A number of amendments will be made to the document, including renaming the tool as a Self-Assessment. This document will provide an inventory of current skills of board members on the board, along with providing the board with an understanding of gaps that are present.

The Board Chair, CEO and Executive Assistant will re-work this document and it will be distributed to the board soon.

*Moved by Waye Mason and seconded by Lorraine Glendenning that the above mentioned approach to the finalization and distribution of the Self Assessment be accepted.
Motion carried.*

5.2 Finance & Audit Committee

Dr. Bennett, Board Chair and Acting Chair of the Finance & Audit Committee, provided a verbal report to the Board. The Finance & Audit Committee met on the afternoon of September 16th. Dion Philips, Manager of Finance, provided an overview of 2016/2017 July year to date. The Committee reviewed these financials and found no concerns; the organization is tracking near to budget.

The Committee is scheduled to meet on October 17th, where the finances of September year to date will be reviewed.

*Moved by Stephanie Clark and seconded by Janet Newton that the report from the Board Finance & Audit Committee be accepted.
Motion carried.*

6.0 Motion to move in camera

*Moved by Lorraine Glendenning and seconded by Tara Gault that the Halifax Regional Library Board move to an in-camera session.
Motion carried.*



Chair