



Halifax Regional Library Board
Regular Meeting
Boardroom - Halifax Central Library
Thursday, April 28, 2016 ~ 3 pm

Present: Paul Bennett, Chair
Stephanie Clark
Tara Gault
Lorraine Glendenning
Rany Ibrahim
Leah Hamilton
Janet Newton
G. Douglas Vaisey
Councillor Matt Whitman

Present from Staff: Åsa Kachan, Chief Librarian / CEO
Margaret Barry, Director, Finance and Facilities
Debbie LeBel, Director, Access
Kathleen Peverill, Director, Public Services

Guests: Jennifer Fall-Clarke, Events Coordinator, Halifax Central Library
Sharon Haley Mancini, Branch Manager, Halifax Central Library
Alison Lucio, Executive Assistant to the CEO

Observers: Claudia MacFarlane, NSUPE Local 14
Ashlee Norton, NSUPE Local 14

Regrets: Councillor Waye Mason, Vice-Chair
Cathy Maddigan, Director, Human Resources

1. Call to Order / Approval of Agenda

*Moved by Doug Vaisey and seconded by Rany Ibrahim that the Agenda be approved.
Motion carried.*

2. Motion to Approve Consent Agenda

The Chair requested that Item C-5, Performance Measures, be moved to the Regular Agenda under New Business as Item 6.2.

*Moved by Councillor Matt Whitman and seconded by Janet Newton that the Consent Agenda, including the Minutes from the March 24, 2016 Regular Meeting be approved.
Motion carried.*

3. Business Arising

.1 Board Development Survey

A draft survey document, developed by the CEO and Board Member Tara Gault, was distributed to the Board for review, covering such areas as Board committees, how the Board engages with the community and what tools the Board would like to see to assist in its development.

The results will provide insight on how the Board is currently functioning and where opportunities may lie for learning and development. The survey does not look at member competencies, as this was previously done with the current membership. Competencies will be reviewed when new members join the Board.

A link to an online version of the survey will be forwarded to all members for completion. All questions will be presented on one screen to allow members to consider their responses for each before responding.

Moved by Tara Gault and seconded by Lorraine Glendenning that the Halifax Regional Library Board approve the survey as presented. Motion carried.

.2 Strategic Plan Update

The CEO provided the Board with a preview of the *Let's Talk Libraries* website which will be a focal point throughout the public consultation process leading into the development of the strategic plan. The website will include blog posts which will invite the community to think differently about what forces are affecting libraries.

The survey portion of the consultation will ask participants what they feel their community needs, with questions steering away from rating existing library branches and services. The survey will not filter out multiple responses from the same computer address, as this could eliminate the possibility of customers completing the survey on computers at library branches. Paper versions of the survey will also be available.

Pop-up conversations will be held in each branch, possibly outside of the branch if weather permits to maximize participation. Each session will be 2-3 hours in length and will be casual in nature. Pop-ups may also be scheduled at non-library locations. A list is also being compiled of potential community groups and library partners to invite them to participate.

It is anticipated that the data from all these facets of the consultation will be available by July

4. Chief Librarian and CEO Report

.1 Monthly Report

Staff have been visiting local shelters to discuss library services and how to remove possible barriers to those residents who may not be currently using the library. The personal contacts made by Library staff were greatly appreciated by shelter staff and volunteers.

The Library partnered with Autism Nova Scotia (ANS) to celebrate Autism Awareness Month by creating autism-friendly programs and collection displays. In addition, ANS donated their collection to the Library to enhance the public's ability to access these resources.

As expected, income tax clinics offered free of charge at a number of branches for low income individuals and families were an overwhelming success, with over 5,000 returns completed.

Renovations at the Halifax North branch are complete and the building is once again fully open to the public. While the work was underway, staff made every effort to ensure that customers had full access to services, including providing bus tickets to teens so they could use the services at the Halifax Central Library.

Sara Gillis, Manager, Community Engagement, has been awarded the 2016 CLA/Alan MacDonald Mentorship Award by the Canadian Library Association. The award recognizes the importance of mentorship to the library community and acknowledges the mentorship Sara has provided to colleagues not only at Halifax Public Libraries but also across the country.

.2 Staff Introductions

The CEO introduced three new staff members to the Board:

Jennifer Fall-Clarke is the Library's Events Coordinator. With the demand for large-scale events at the Halifax Central Library, Jennifer brings her experience and knowledge of the local events community from working with ZedEvents, which was the company responsible for the O'Regans staff appreciation event held at the Halifax Central Library last year.

Alison Lucio joins the Library as the Executive Assistant to the CEO and has solid experience with Board governance and development from her previous experience at the IWK.

Sharon Haley-Mancini will be taking over as the Branch Manager for the Halifax Central Library in May, having previously been Manager at the Bedford and Woodlawn branches.

The Chair welcomed staff to the Library and their new positions on behalf of the Board.

5. Board Committee Reports

.1 Finance and Audit Committee

Leah Hamilton, Chair of the Finance and Audit Committee, reported the Committee met in earlier in the month and while work continues to finalize the Library's year-end financial position, the Library is confident that it will end the year with a surplus.

The surplus will be artificially inflated by amounts for sick and retirement allowances, however these are items that cannot be budgeted for and the bottom line is reviewed excluding these amounts.

The Library had made a request to the City's Chief Financial Officer to carry over funds marked for the website redevelopment and the City's wireless initiative which were not spent by the fiscal year end. The request was refused, so these amounts are also included in the surplus.

Moved by Leah Hamilton and seconded by Stephanie Clark that the Halifax Regional Library Board approve the Finance and Audit Committee report as presented. Motion carried.

The Board Chair informed the Board that the Director of Finance and Facilities, Margaret Barry, has announced her retirement effective the end of May.

Moved by Leah Hamilton and seconded by Janet Newton that the Halifax Regional Library Board express their appreciation to Margaret Barry for her years of service to the Library. Motion carried.

6. New Business

.1 2015-16 Annual Report / Annual Meeting

Staff are preparing the 2016-17 Annual report which will be presented to the Board at its Annual meeting in June. The format will follow that of the previous year with a focus on the pillars of the current strategic plan. Photos of Board Members will be included, with Marketing and Communications staff developing dynamic ideas for their composition.

The Annual Meeting will take place on June 23 from 4-5 pm in the Lindsay Children's Room on the second floor of the Halifax Central Library with the regular monthly meeting taking place from 3-4 pm in the Boardroom.

.2. Performance Measures

The Chair noted that the March 2016 performance measures included in the meeting package show the effect of a full year of operation for the Halifax Central Library.

Staff noted the drop in computer usage can be attributed to the change in how customers access the Library's wireless service. As customers no longer have to provide a library card number, that metric has been removed, resulting in an artificial drop.

Information questions are also lower, as customers become more independent in their research and more resources are available through the Library's website. For those services provided by a third party, such as Rocket Languages, the Library is able to track how many customers are using the service even if a customer accesses the service directly from the provider.

Moved by Stephanie Clarke and seconded by Rany Ibrahim that the Halifax Regional Library Board receive the report as presented. Motion carried.

7. New Business

None.

8. Motion to Move In-Camera

Moved by Tara Gault and seconded by Councillor Matt Whitman that the meeting move to the In-Camera session. Motion carried.

9. Motion to Approve Motions from the In-Camera Meeting

Moved by Doug Vaisey and seconded by Stephanie Clarke that the motions from the In-Camera Meeting held March 24, 2016 be approved. Motion carried.

.1 .In-Camera and Committee Minutes

Moved Doug Vaisey and seconded by Rany Ibrahim that the Minutes from the In-Camera Meeting held March 24, 2016 be approved as amended. Motion carried.

Moved by Tara Gault and seconded by Councillor Matt Whitman that the Minutes from the Executive Committee Meeting held April 20, 2016 be approved. Motion carried.

Moved by Leah Hamilton and seconded by Stephanie Clarke that the Minutes from the Finance and Audit Committee Meeting held April 21, 2016 be approved. Motion carried.

.2 Personnel Matter

Moved by Leah Hamilton and seconded by Janet Newton that the Halifax Regional Library Board approved the Chief Librarian / CEO Evaluation process as presented. Motion carried.

3. Personnel Matter

Moved by Doug Vaisey and seconded by Lorraine Glendenning that the Halifax Regional Library Board ratify the agreement between the Board and NSUPE, as presented. Motion carried.

10. Adjournment



Chair