



**Present:** Paul Bennet, Waye Mason, Tara Gault, Lorraine Glendenning, Leah Hamilton, Rany Ibrahim, Doug Vaisey, Åsa Kachan

**Regrets:** Stephanie Clark, Janet Newton, Matt Whitman

**Staff Present:** Debbie LeBel, Mairead Barry, Dion, Margaret Barry, Alison Lucio

**1. Call to Order**

Paul Bennett, Chair of the Halifax Regional Libraries Board of Directors, called the meeting to order at 3:18pm.

**Approval of Agenda**

Waye Mason put forth the following motion:

**THAT I, Waye Mason, put forth the agenda for the May 26, 2016 meeting of the Halifax Regional Library Board of Directors for approval.**

The motion was seconded by Rany Ibrahim.

***Motion Approved.***

**2. Consent Agenda**

Lorraine Glendenning put forth the following motion:

**THAT I, Lorraine Glendenning, put forth the items as included in the consent agenda in its entirety.**

The motion was seconded by Doug Vaisey.

***Motion Approved.***

**3. Business Arising**

**3.1 Board Development Survey Update**

Åsa Kachan provided an update on the Board Development Survey. Seven responses have been received to date; a reminder will be sent out to everyone to complete the survey.

Results and recommendations from the survey will be presented to the Board Executive at their next meeting.

### **3.2 Strategic Plan Update**

The “Let’s Talk Libraries” survey is now live, and responses are starting to accumulate. Åsa Kachan spoke on Information morning earlier this week promoting the survey and the website, letstalklibraries.ca. The format of the survey is fully accessible, and staff will help anyone who requires assistance in completing the survey, or participating in the pop-up sessions.

All directors are welcome to attend the pop-up sessions that are scheduled at each of the 14 branches. Participants will be asked a number of broad questions regarding the library. Participation at the pop-ups are interactive. The survey will be broadly promoted.

Pop-ups will be scheduled outside of the branches as well. The team is currently looking to see where different groups of people can be reached, as well as different organizations. The pop-ups will occur over the next few weeks, and will be ending at the end of June, with results being provided to the Board of Directors in July.

### **3.3 Chief Librarian and CEO Evaluation Update**

Paul Bennett informed the Board of Directors that the CEO and Chief Librarian Evaluation has been drafted and will be circulated to individuals once the Board Development survey has closed. All members of the Board were asked to complete the survey before the Annual General Meeting.

## **4. Chief Librarian and CEO Report**

### **4.1 Monthly Report (*included*)**

Åsa Kachan spoke to the newly implemented electronic distribution of the meeting material. Feedback that has been received has been largely positive, with one individual preferring hard copies of the material distributed. Board members are asked to contact Alison Lucio regarding their preferred format of receiving the materials.

The CEO Report was included with the Board Package. Åsa Kachan spoke to highlights, which included:

- Strategic Plan continuing to move along with the pop-up sessions and online survey
- Breakhouse met with members of management for a brand discovery exercise
- Circulation procedures have recently been revised. These changes will result in a positive and impactful shift in library services
- HPL hosted CORL meetings during the past week. There was opportunity for good discussions. Similar conversations are happening within all of the regions. Common themes in the funding options that were proposed.

- There will be another meeting scheduled to discuss response options.
- Regional staff attended Maija Berndston's presentation.
  - HPL has arranged some "Guest Tweeters" to increase the impact of our social media and using Twitter as a platform to put questions out to the community. HPL will often tweet during major events.
  - Guest Blogs will also be designed to have a conversation with our community. Janine Basha is showing some excellent leadership on the Communications and Marketing side with this work.

Rany Ibrahim put forth a motion to receive the report as presented. This motion was seconded by Doug Vaisey.

## **5. Board Committee Reports**

### **5.1 Finance and Audit Committee *(included)***

The Finance and Audit Committee Report was circulated with the board package. Leah Hamilton spoke to the report the draft financial statements that were provided. Ms. Hamilton noted that there was good cost management throughout the organization this fiscal year, and although the audit is not complete, no changes are expected.

Leah Hamilton thanked Margaret Barry, Director of Finance, for her many years of service and excellent support to the Finance & Audit Committee. All members of the Board were encouraged to attend Ms. Barry's retirement reception scheduled for tomorrow.

Leah Hamilton put forth a motion to receive the report as present. This motion was seconded by Rany Ibrahim.

## **6. New Business**

### **6.1 2015-16 Annual Report / Annual Meeting *(included)***

The outline for the Annual Report was circulated in the Board Package material. Next year the report will incorporate the new Strategic Plan material.

## **7. In-Camera Session**

*The Halifax Regional Library Board may go into a private In-Camera session, in accordance with the Rules of Procedure in its By-laws, for the purpose of dealing with the following:*

Doug Vaisey put forth a motion to move In-Camera, this motion was seconded by Wayne Mason.

7.1 In Camera and Committee Minutes

**THAT I, Rany Ibrahim, put forth the minutes of the April 28 In-Camera session of the Halifax Regional Library Board of Directors for approval.**

The motion was seconded by Tara Gault.

***Motion Approved.***

Waye Mason put forth a motion to leave the in-camera session, this motion was seconded by Leah Hamilton.

**8. Other Business**

A meeting has been scheduled with Minister Ince to discuss funding options for Halifax Public Libraries. This meeting will be attended by Board Chair Paul Bennett and Åsa Kachan, CEO & Chief Librarian.

**9. Adjournment**

**THAT I, Waye Mason, put forth a motion to adjourn the May 26 meeting of the Halifax Public Library Board of Directors.**

The motion was seconded by Tara Gault.

***Motion Approved.***

The meeting was adjourned at 4:08pm.



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Chair