



Halifax Regional Library Board  
**Meeting Minutes**  
Boardroom - Halifax Central Library  
Thursday, March 23, 4:30-6:30pm

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**Present:** Paul Bennett (Chair)  
Tara Gault (Vice Chair)  
Leah Hamilton  
Lisa Blackburn  
Lorraine Glendenning  
Sam Austin  
Cindy O'Driscoll  
Brad Munro  
Stephanie Clark

**Staff:** Åsa Kachan  
Terry Gallagher  
Debbie LeBel  
Mairead Barry  
Cathy Maddigan  
Alison Lucio

**1. Call to Order / Approval of Agenda**

Paul Bennett called the meeting to order.

*Moved by Lorraine Glendenning and seconded by Lisa Blackburn that the Agenda be approved as circulated.  
Motion approved.*

**2. Motion to approve Minutes of February 28, 2017**

*Moved by Cindy O'Driscoll and seconded by Brad Munro that the Minutes of February 28, 2017 be approved as circulated.  
Motion approved.*

**3. Business Arising**

**3.1 Board Committee Membership**

Paul Bennett thanked all board members for promptly indicating their committee placement preferences. Board members were placed on committees based on this input, and a draft Board Committee list was circulated in the board meeting material.

*Moved by Lisa Blackburn and seconded by Leah Hamilton that the Halifax Regional Library Board Committee Composition as reflected in the meeting material be approved.*

*Motion approved.*

### **3.2 LBANS Report**

Paul Bennett provided an update on LBANS to the Board. Paul Bennett reported that a one-time grant of \$474,000 was provided to the nine provincial regional library boards, with the funds to be divided equally. This funding was unexpected, but excellent news.

Educational workshops for Board trustees are being conducted. There is support from the Library Boards for this type of educational opportunity, and the programming is beginning to take shape. The themes of the workshops will include discussion of board responsibility and insight into Chair/Chief Librarian relationship. Key governance issues across the province will emerge and be discussed.

There is an upcoming LBANS meeting with the Minister to discuss general library issues.

## **4. New Business**

### **4.1 Update from Manager of Program Development**

Karen Dahl presented a thorough overview of Programming at Halifax Public Libraries. Programming at the Library is core work of the Library, and the board appreciated the opportunity to discuss this area of work. Highlights of the presentation included:

- Mentorship and partnership building is essential to programming
- The Service Plan is being reviewed, and we are currently exploring streamlining of processes, and ensuring policies reflect our Vision.
- The Strategic Plan has provided excellent framework and beautiful articulation of the ideals of the organization, allowing the programming to reflect this.
- The new organizational structure is allowing managers to focus on regional work, and the Manager of Program Development is currently working with 10-11 project teams, some as a sponsor, some as a participant.
- We hope to be successful in securing a Canada 150 Grant centered around food. Ms. Dahl is exploring possibly match funding from grocery stores. The project is already successful considering the partnerships and learnings that have already been garnered.
- We know that barriers to programs exist, especially for newcomers. We noticed that child care was a barrier for families, so now we are currently testing a model where we are bringing families together for family literacy sessions and hired someone who is bilingual in English and Arabic, allowing the program to be provided in both languages.
- Gathering and incorporating user feedback has been identified as an area that improvements can be made. Ways to measure and identify impact of our programs are being explored.
- Currently identifying communities that are underserved in programming – staff capacity always remains an issue. Much of the adult programming comes a low to no cost as it is more community-led, but the youth programming is more staff driven.
- Partnerships are important to our programming, but it is important to decline events/partnerships that are not part of our vision and ethos.

The Board thanked Ms. Dahl for her impactful presentation and discussion with the Board.

## 5. Chief Librarian and CEO Report

### 5.1 Monthly Report

In addition to the branch report that was circulated in the package, Åsa Kachan provided a verbal report to the Board. Highlights included:

- Halifax Public Libraries requested and received additional funding from HRM which results in a couple of immediate items unfolding. The oldest 1/3 of our public computers will be replaced.
- Halifax Public Libraries joined CELA (Centre for Equitable Library Access). This will ensure equitable access to more than 300,000 items in accessible formats including audio, braille, and electronic text. More than 600 public library systems across Canada are currently members of CELA.
- The request for proposal for the website was awarded to Bibliocommons. Chicago Public Library, Calgary Public Library and Edmonton Public Library among many others have had Bibliocommons redesign their library sites. This means that the user web interface and search engine for Halifax Public Libraries will improve significantly. Bibliocommons is a Canadian company based in Toronto.
- BrassRing, a human resources recruitment tool, is nearing completion of the testing phase and will go live with a few weeks.
- The Media log in its new format was included in the board package; please provide feedback on this new format.
- As part of the beginning work of the Strategic Workforce Plan, Åsa Kachan will be meeting with each manager to discuss this work and where managers may fit in this process. The postings for the Project Manager and Business Analyst positions will be posted soon.

## 6. Board Committee Reports

### 6.1 Executive Committee

Paul Bennett provided an update on the Executive Committee meeting held on March 13. The Board discussed the current provincial nominated vacancy on the board. It is expected that this position will be filled soon.

### 6.2 Finance & Audit Committee *(report included)*

Leah Hamilton, Chair of the Finance & Audit Committee spoke to the committee report that was included in the Board meeting package. Ms Hamilton reported that financials are on target to meet budget heading into year end.

Ms. Hamilton spoke to the proposed dates for an anticipated teleconference of the Board on June 9 that will be required to approve the audited financial statements in advance of the Annual Report and Annual General Meeting.

*Moved by Leah Hamilton and seconded by Stephanie Clark that the Halifax Regional Library Board hold a teleconference on June 9 to approve the audited financial statements in advance of the Annual Report and Annual General Meeting.  
Motion approved.*

### 6.3 Governance Committee

Tara Gault, Chair of the Governance Committee reported that the Committee has been struck with the following Board members as Committee members: Tara Gault (Chair),

Brad Munro, Lorraine Glendenning, Sam Austin, and Paul Bennett and Åsa Kachan. Alison Lucio and Tara Gault have been preparing for the meeting that is scheduled for the coming week.

**7. Motion to Move In-Camera**

*Moved by Tara Gault and seconded by Leah Hamilton that the Halifax Regional Library Board move to an incamera session.*

*Motion approved.*

*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: CEO Evaluation*

**8. Other Business**

There was no further business put forward for discussion.

**9. Adjournment**

*Moved by Cindy O'Driscoll and seconded by Tara Gault that the meeting be adjourned. Meeting adjourned.*



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Chair