



**Halifax Regional Library Board  
Meeting Minutes  
Boardroom - Halifax Central Library  
Thursday, April 12, 2018 4:30-7:00pm**

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**Present:** Tara Gault, Chair  
Lorraine Glendenning, Vice-Chair  
Leah Hamilton  
Cindy O'Driscoll  
Sam Austin  
Brad Munro  
LeQuita Porter  
Janet Newton  
Stephanie Clark

**Staff:** Åsa Kachan, CEO & Chief Librarian  
Terry Gallagher, Director of Finance & Facilities  
Kathleen Peverill, Director of Public Service  
Cathy Maddigan, Director of Human Resources  
Debbie LeBel, Director of Access  
Alison Lucio, Executive Assistant

**Regrets:** Lisa Blackburn

**1.0 Call to Order / Approval of Agenda**

Tara Gault called the meeting to order.

*Moved by Sam Austin and seconded by Janet Newton that the agenda be approved as circulated.*

*Motion accepted.*

**2.0 Minutes of March 1, 2018**

*Moved by Brad Munro and seconded by Cindy O'Driscoll that the minutes of March 1, 2018 be approved with the following amendment:*

**9.2 Finance & Audit Committee**

Stephanie Clark spoke to the Committee report that was included in the meeting material. The organization continues to forecast slightly **above** budget,...

### **3.0 Chair's Opening Remarks**

Tara Gault, Chair of the Board, welcomed everyone to the meeting. Ms. Gault circulated the meeting evaluation comment cards and encouraged every Board member to provide feedback.

### **4.0 Education Session - Bylaws**

Tara Gault provided an overview of the recent amendments to the draft bylaws. There will be a discussion at the May meeting to finalize the draft bylaws before they are put forth for approval at the Annual Meeting at the end of June.

Any Board member who wishes to provide feedback on the draft bylaws are encouraged to contact Tara Gault, Åsa Kachan, or Alison Lucio.

### **5.0 Chief Librarian and CEO Report**

Åsa Kachan spoke to the report that was included in the Board package. Further highlights from the CEO's verbal report included:

- All of the library regions in NS have received funding to explore the feasibility of implementing a shared library database (of holdings and customers) resulting in one library card that would work throughout the entire province. If the decision is made to move in this direction, the understanding is that the collaboration would see an integration of holdings into HPL's system. HPL would have to assess what our cost would be to support this initiative, but the change would result in better service for the rest of the province and our community.
- HPL has been working with the city regarding the municipality's Smart Cities Application. The federal government has established a \$50 million dollar prize for Smart Cities. This award is to fund an innovative solution to a recognized challenge within the community. Halifax's application is concentrated around improving food security in our community.
- HPL will be receiving \$50,000 of increased municipality funding for the Food Learning initiative. The "Taste Like Home" programming over the summer was incredibly successful and the city agreed to provide this one-time supplemental funding for us to continue this work.
- HPL's Volunteer appreciation event will be held on the afternoon of Sunday, April 15 at Paul O'Regan Hall. All Board members are welcome to attend.
- The Canadian Federation of Library Associations, which HPL belongs to, has released a statement regarding Net Neutrality. The Association emphasized that protecting net neutrality is an important part of promoting the values that libraries uphold, including openness, freedom of expression, diversity, and equitable and affordable access to information for all Canadians.

## **Board Committee Reports**

### **6.1 Board Executive**

Tara Gault, Chair of the Board Executive, provided an update to the Board. The Committee met recently and were provided an overview of the Annual Report format and some draft overview content. The format will be books within the book; it will be a really interesting and unique way to present the information.

Ms. Gault spoke to the Board Awards that will be presented at the Annual Meeting. Overview of the three Board Awards were included in the Board package.

*Tara Gault put forth a motion that Cindy O'Driscoll be nominated as Chair of the Board Awards Committee. This motion was seconded by Lorraine Glendenning. There were no additional nominations for the position of Chair.*

*Motion accepted.*

Alison Lucio will begin to plan the next steps and meeting for the Board Award Committee. Brad Munro, LeQuita Porter and Lisa Blackburn expressed interest in serving on the Committee. Tara Gault asked that if any other board members have interest in serving on the Committee to please let Alison know.

### **6.2 Finance & Audit**

Leah Hamilton, Chair of the Finance & Audit Committee, provided an update to the Board. The Committee met on March 26 to review the financial forecast to date. The organization's financials have been trending slightly above budget for a number of months. The Committee will be meeting on April 30 to review draft year-end financials. It is expected that the Carey Blair of KPMG will conduct the external year-end audit through the month of May.

Terry Gallagher, Director of Finance & Facilities, provided a Financial Controls overview presentation to the Committee. The Committee was impressed with the organization's culture of compliance. Staff within the finance department work well with staff and exhibits a very robust internal controls system.

Cathy Maddigan provided an overview of WCB rates and trends, and spoke to the impact of the adjustments to the organization. The Committee thanked Ms. Maddigan for the overview.

### **6.3 Governance Working Group**

Tara Gault, Chair of the Governance Working Group, provided an update to the Board. Ms. Gault spoke to the recent meeting of the group that potential Board Committee structures were discussed. Ms. Gault spoke to the proposed outline that was included in the meeting package. The recommendation from the Governance Committee is that the

following Committees would be named in a motion that would be put forward at the Annual Meeting:

1. Board Executive Committee
2. Finance & Audit Committee
3. Planning & Performance Committee

Planning & Performance would be a re-organization of some of the responsibilities of the previous Governance Committee/Working Group, along with the oversight of various KPIs. Governance Policies will be a large project for the first year, and in addition, the establishment of any new compliance and strategic plan oversight and measures.

After discussion, the Board agreed that the Committee Structure proposal reflects a natural grouping of responsibilities and will serve the Board well.

*LeQuita Porter put forth a motion that the Halifax Regional Library Board agree to put forward a motion at the Annual Meeting to approve the following committees of the Board:*

1. *Board Executive Committee;*
2. *Finance & Audit Committee;*
3. *Planning & Performance Committee.*

*This motion was seconded by Brad Munro.*

*Motion accepted.*

#### **6.4 LBANS – Janet**

Janet Newton, HRLB representative on LBANS, provided an update to the Board. A written report was included in the meeting package.

#### **7.0 Doug Vaisey Letter**

Åsa Kachan, Chief Librarian & CEO, spoke to correspondence from former Board member Mr. Doug Vaisey; the letter was included in the meeting package. Although there is a fully accessible ramp to the Hall, it is recognized that descending the steps poses challenges for some as there are no formal handrails in the current design. Terry Gallagher, Director of Facilities & Finance, spoke to the Board about a number of handrail options that are currently being explored. The Board Chair, along with the Chief Librarian & CEO will work together to provide a response to Mr. Vaisey.

#### **8.0 Other Business**

With no further business, the Halifax Regional Library Board moved to an in camera session.

**Motion to move In-Camera**

*Brad Munro put forth a motion to move into an in-camera session for agenda items 9.0 Strategic Workforce Plan Update. This motion was seconded by Cindy O'Driscoll.  
Motion accepted.*

*Return to Regular Meeting*

**10.0 Adjournment**

*Stephanie Clark put forth a motion to adjourn the meeting of the Halifax Regional Library Board. This motion was seconded by Brad Munro.*

*Motion accepted.*