



**Halifax Regional Library Board**  
**Meeting Minutes**  
**December 13, 2018**  
**Halifax Central Library, 3<sup>rd</sup> Floor Boardroom**  
**4:30-6:30pm**

**Present:**

Tara Gault (Chair)  
Lorraine Glendenning (Vice Chair)  
Stephanie Clark  
Brad Munro  
Leah Hamilton  
Cindy O'Driscoll  
Janet Newton

**Regrets:**

LeQuita Porter  
Lisa Blackburn  
Tim Outhit

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

**1.0 Call to Order/Agenda**

Tara Gault called the meeting to order. Stephanie Clark put forth a motion to approve the agenda as circulated. This motion was seconded by Brad Munro.  
*Motion approved.*

**2.0 Minutes of November 1, 2018**

Brad Munro put forth a motion to approve the minutes of November 1 as circulated. This motion was seconded by Stephanie Clark.  
The minutes were approved with a slight correction of an incomplete sentence under agenda item 8.4. The minutes will now read:

Janet Newton, current LBANS representative, spoke to the Board regarding the recent LBANS conference held in Yarmouth. Janet thanked all of the HPL staff who attended and participated in the conference. Janet provided examples of some promotional

materials from other library systems. These materials will be forwarded to HPL's Marketing & Communications Department.

### **3.0 Chair's Welcome**

Tara Gault welcomed union observers Leah Pohlman and Chloe Austin.

### **4.0 In-camera Session**

Brad Munro put forth a motion to move in-camera to discuss the following items:

- Eastern Shore Lifestyles Centre
- Library Funding
- NSUPE Collective Agreement Negotiations
- Personnel Issue

This motion was seconded by Cindy O'Driscoll.

*Motion approved.*

Stephanie Clark put forth a motion to move out of in-camera and return to the regular portion of the meeting. This motion was seconded by Lorraine Glendenning.

*Motion approved.*

### **Regular Meeting**

#### **5.0 Business Arising**

No board members put forth agenda items to be discussed.

#### **6.0 New Business**

##### **6.1 Fundraising Strategy Update**

Laurel Taylor, Fund Development Manager, was unable to attend the meeting as the meeting time coincided with a prior commitment. Åsa Kachan spoke to the Board to provide members with an overview of the Fundraising Strategy, with the intention for a more robust conversation next month from Laurel Taylor. Åsa Kachan informed the Board that Laurel has been doing excellent work to date, and has been meeting with members of the Bedford Community and starting to establish relationships with various members in the community. The organization participated in "Giving Tuesday", increasing people's understanding that the Library accepts charitable gifts.

Laurel's objectives are to increase major gifts through proactive relationship building, secure major grants that support the HPL system, raise awareness of HPL as a registered charity within the community, ongoing stewardship of donor relations, and help meet HPL's strategic goals.

#### **7.0 CEO Librarian and CEO Report**

Åsa Kachan spoke to the branch highlights report that was included in the package.

Highlights included:

- Our branches continue to be focused on reaching people where they are. Branches are having great success with Coffee Club gatherings and youth cooking sessions.
- Working with HRM to explore how Libraries could be used as official warming and cooling centres for the community.
- Author Louise Penny visited Halifax Central Library for an event and requested a tour, which staff and Åsa were happy to provide.
- The Long-Service Awards were held in concert with the Holiday Gathering at Central Library. There was a great turnout of staff.
- The library kiosks at Halifax Stanfield airport will be more visible as the facility undergoes some renovations and improvements.

The Board thanked Åsa for her report.

## **8.0 Board Committee Reports**

### **8.1 Board Executive**

No Committee update was provided as all items were previously discussed during the in-camera session.

### **8.2 Planning & Performance**

Lorraine Glendenning, Chair of the Planning & Performance Committee provided an update to the Board. The Committee held an initial meeting to establish priorities for the Committee. Since that time, it has been challenging to get the Committee together with quorum, as Councillor Austin is no longer on the Board, and other members were travelling.

### **8.3 Finance & Audit Committee**

Stephanie Clark, Chair of the Finance & Audit Committee provided an update to the Board. The Committee met on Monday, November 26, and the forecast document was included in the Board package. The organization continues to forecast on budget target, with no concerns from the Committee.

Terry Gallagher provided a Compliance Report with respect to procurement at the November meeting of the Committee. The Committee reported that the organization's compliance rate is approximately 95%. Non-compliance concerns centre around HRM not categorizing PayPal as an approved payment method. Unfortunately, there are some small publishers that use PayPal exclusively.

### **8.4 LBANS Update**

Janet Newton, LBANS representative provided an update to the Board. Highlights included:

- There has not been a meeting since the HPL Board's last meeting in November.

- Laura Emery will be on Mainstreet on December 21 to discuss favourite Christmas books.
- CORL is interested in having Ready Willing and Able come to one of their upcoming meetings.
- Janet Newton will be unable to attend the LBANS meeting scheduled for December; please let her know if anyone is willing to attend in her absence.

#### **9.0 Other Business**

There was no further business.

The meeting was adjourned.