



**Halifax Regional Library Board  
Meeting Minutes  
January 24, 2019  
Halifax Central Library, 3<sup>rd</sup> Floor Boardroom  
4:30-6:30pm**

**Present:**

Tara Gault (Chair)  
Lorraine Glendenning (Vice-Chair)  
Tim Outhit  
LeQuita Porter  
Lisa Blackburn  
Brad Munro  
Stephanie Clark  
Leah Hamilton  
Cindy O'Driscoll (via phone)

**Regrets:**

Janet Newton

**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. Lisa Blackburn put forth a motion to approve the agenda as circulated. This motion was seconded by Brad Munro.  
*Motion approved.*

**2.0 Minutes of December 13, 2018**

Stephanie Clark put forth a motion to approve the minutes of December 13, 2018 as circulated. This motion was seconded by LeQuita Porter.  
*Motion approved.*

**3.0 Chair's Welcome**

Board Chair Tara Gault welcomed everyone to the meeting, and provided a special welcome to the newest HRM Councillor appointee, Councillor Tim Outhit. The Chair

stated that although the Board enjoyed working with Councillor Sam Austin during his time on the Board, it is wonderful to have Councillor Outhit join the Board.

Board Chair Tara Gault informed the Board that she recently accepted a position with the Office of the Information and Privacy Commissioner of Nova Scotia. Ms. Gault stated that she will recuse herself if any discussions that would involve privacy, foipop requests, etc.

#### **4.0 Motion to Move In-Camera**

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

- SWP Update
- Library Funding
- Union Negotiations
- Eastern Shore Lifestyle Centre

This motion was seconded by Lisa Blackburn.

*Motion approved.*

LeQuita Porter put forth a motion to move out of in-camera and return to the regular portion of the meeting. This motion was seconded by Brad Munro.

*Motion approved.*

#### **5.0 Business Arising**

There was no business arising.

Board Chair Tara Gault informed the board that a letter will be sent to ESLC regarding the recent meeting with the Mayor and the Board's position on the matter.

#### **6.0 New Business**

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

Tara Gault introduced Laurel Taylor, Manager of Fund Development to the Board. Ms. Gault spoke to past discussions at the Board regarding whether the organization should establish a Foundation or have a dedicated fundraising arm within the organization. Åsa Kachan spoke to Laurel's excellent integration with the team, and how it has already proven to be an efficient method of securing some outside funding.

Manager of Fund Development Laurel Taylor provided a presentation on her past 212 days since joining HPL. Highlights included:

- Objectives of the position are to:
  1. Focus on major gifts
  2. Explore system-wide grants & partnerships
  3. Raise awareness of charitable status
  4. Increase stewardship and relationship building

- Items not of focus include lotteries, crowd funding, sporting events, bake sales, etc.
- Laurel is having meetings and tours with potential donors and partners and people who are potentially interested in contributing to the Library.
- There has been an increase in diversity in our donor family (more smaller donations from more organizations), and increase in monthly new donors, and increase in recurring gifts.
- The launch of the SunLife Musical Instrument Collection was incredibly successful and instrument lending has been very popular. Laurel is exploring ways to showcase the impact and community benefit from this donation.
- Lou Duggan’s family attended a private reception to celebrate his life and to view the renovation plans for Lou’s Studio (formerly the Creative Lab).
- Tours with community leaders and potential donors have been ongoing at Keshen Goodman. Meetings and tours have already taken place with MLAs, Friends of Clayton Park, and community volunteers. The opening of the outdoor space will be milestone event for 2019.
- The Library participated in its first “Giving Tuesday”. A donation button was added to the Facebook page. This button remains on the site as it has been well received.
- Work for 2019 includes working on securing funding for food programming, continued grant writing, and building support with community partners. Laurel will also be exploring new fundraising models and tools available to the public for fundraising.
- The Library will be participating for the first time in the Scotiabank Charity Challenge as part of the Bluenose Marathon.
- Laurel will continue to engage the Board in thanking donors and sharing more donor stories that illustrate the impact of donating to the Library.

Tara gault thanked Laurel for her work and the update.

## **6.2 Enterprise Risk Framework (ERM)**

Åsa Kachan spoke to the draft framework that was included in the package and stated that it is an introduction to a future conversation, and future conversations at the Committee level. ERM is the responsibility of the Board, and the draft Risk Framework was developed using the HRM framework as a template. There is a standardization of assessing risk that has proven to be very useful. Board members were asked to read the document as an introduction in advance of discussing the document in more detail at the Committee level. This item will return to the Board at a future meeting.

## **7.0 Chief Librarian & CEO Report**

Åsa Kachan spoke to the branch highlights report that was included in the meeting package. Highlights of the verbal report included:

- Libraries are Warming/Cooling Centres has been picked up in the news recently. Erika Fleck has taken over Fire & Emergency response for HRM and has met with Ms. Kachan regarding this potential partnership. This is all about looking after neighbourhoods at risk and mobilizing our municipal assets to care for our community. People will be able to charge devices, entertain children, get warm/cool, and the Libraries are well suited for this. Acadia school in Sackville is one area being explored as a centre, although this space requires a large generator (which will be not be provided by the Library).
- The branches have had great success with their conversation groups/refreshers times with having coffee and food available. Branches have noticed that people are loving it, and more importantly people of all ages are using the service. This has been a great way to build community, and having food out and available for everyone has been a successful way to provide nourishment for those who may be food insecure.
- A group of Senior Leaders from Guelph Public Libraries met with leaders from HPL and toured Central Library. They were very impressed with the building, HPL's services and exceptional staff.

## **8.0 Board Committee Reports**

### **8.1 Board Executive Committee**

Tara Gault reported that the Committee met recently and discussed the draft Enterprise Risk Framework.

### **8.2 Planning & Performance Committee**

Lorraine Glendenning reported that the Committee has not met since the last Board meeting. Two items will be discussed at the next meeting of the Committee, the Committee's draft Terms of Reference and the workplan for reviewing policies.

### **8.3 Finance & Audit**

Stephanie Clark reported that the recent meeting of the Finance & Audit Committee focused on budget conversations. Committee members received an update on Union contract negotiations.

### **8.4 LBANS**

Janet Newton, LBANS representative was not present to provide an update. Åsa Kachan reported that HPL did not send a representative to the recent LBANS meeting.

## **9.0 Other business**

There was no further business.

The meeting was adjourned.