



**Halifax Regional Library Board
Meeting Minutes
November 1, 2018
Halifax Central Library, 3rd Floor Boardroom
4:30-6:30pm**

Present:

Tara Gault (Chair)
Lorraine Glendenning (Vice Chair)
Cindy O'Driscoll
LeQuita Porter
Brad Munro
Stephanie Clark
Lisa Blackburn
Janet Newton
Sam Austin (*left immediately before Senator McInnis' visit*)

Regrets: Leah Hamilton

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/Approval of Agenda

Tara Gault called the meeting to order. Tara Gault requested that agenda item:

8.5 Committee Participation

be added to the agenda.

Brad Munro put forth a motion to approve the agenda as amended. This motion was seconded by Sam Austin.

Motion approved.

2.0 Minutes of September 20, 2018

Lorraine Glendenning put forth a motion to approve the minutes of September 20, 2018 as circulated. This motion was seconded by Janet Newton.

Motion approved.

3.0 Chair's Welcome

Tara Gault spoke to the Board regarding the recent Board Retreat. Board members were encouraged to send any feedback on the day to Tara Gault, Åsa Kachan, or Alison Lucio. Great to see everyone at the Retreat.

4.0 Education Component – Creative Lab Studio

Åsa Kachan provided an overview of the concept of 'Maker Spaces' and how libraries aim to capture knowledge that is not necessarily found in a book. The Library has done some work in this respect around technology. It exciting that the Library has received the \$250,000 donation from Lou Duggan to better equip the Creative Lab space at Central. The space has been renamed in his honour, and a small event was held recently with Lou's family.

5.0 Motion to Move In-Camera

Stephanie Clark put forth a motion for the meeting to move to in-camera. This motion was seconded by Janet Newton.

Motion approved.

5.1 Strategic Workforce Plan Update

5.2 Personnel Update

5.3 Business Arising

6.0 New Business

Lisa Blackburn put forth a motion to move out of in-camera and return to the regular portion of the meeting. This motion was seconded by Cindy O'Driscoll.

Motion approved.

6.1 Visitor Presentation – Senator McInnis

Senator McInnis and a number of board members of the Eastern Lifestyles Centre spoke to the Board regarding the proposed Lifestyle Centre. A written form of the presentation was provided and included with the minutes.

Tara gault thanked the attendees for their presentation. The group offered for the Board to visit the area and potentially attend a Town Hall to hear about the proposed development.

LeQuita Porter put forth a motion for the meeting to move to in-camera. This motion was seconded by Cindy O'Driscoll.

Motion approved.

Brad Munro put forth a motion for the Board Executive Committee to prepare a response on behalf of the Board. Board members are to direct any inquiries to the Board Chair email. Janet Newton seconded this motion.

Motion approved.

Cindy O'Driscoll put forth a motion for the meeting to move out of in-camera. This motion was seconded by Stephanie Newton.

Motion approved.

6.2 Board Retreat

Tara Gault shared the Board's thanks to the staff for organizing the recent Retreat and thanked the staff who attended. The retreat provided an excellent starting point to our conversations and it was helpful to work through the mission and vision together as a group. The final version of the retreat report will be circulated.

7.0 Chief Librarian and CEO Report

Åsa Kachan highlighted that Halifax Public Libraries was recognized by CNIB as the Community Partner of the Year at their recent AGM. Staff have worked hard to make our space welcoming and accessible. In addition to the accessible materials that HPL makes available, one of the heartwarming ways we have worked with CNIB is that the support dog puppies are trained to climb and navigate public spaces and stairs at Central Library. CNIB was quite heartfelt in their giving of the award to HPL and Åsa was proud to accept the award on behalf of the Library.

8.0 Board Committee Reports

8.1 Board Executive Committee

Tara Gault reported that there was a brief Executive meeting held via telephone earlier this month. The Board Executive will discuss the revision of the CEO Evaluation and bring recommendations to the Board.

8.2 Board Planning & Performance Committee

Lorraine Glendenning, Chair of the Planning & Performance Committee, spoke to the Committee update that was included in the meeting package. The Committee reviewed the latest group of KPIs; these were also included in the board meeting package. The Committee had no concerns regarding the KPIs. Halifax Public Libraries should be incredibly proud of the reach and value of the services provided. The Committee approved the draft Workplan and will be drafting Draft Terms of Reference. The Committee also spoke of the future work of the Committee, including reviewing the Orientation for incoming Board members and Board policies.

8.3 Board Finance & Audit Committee

Stephanie Clark, Chair of the Finance & Audit Committee, spoke to the Committee update that was included in the package. The Committee met in advance of the board meeting and approved the draft Workplan. The October financials were included as part of the meeting package. As the Fines & Fees line continues to be lower than budgeted, this line item amount will be adjusted on the next budget cycle.

The Committee reviewed various compliance measures and the results are excellent; the organization performs exceptionally well in all areas of compliance. The Committee discussed the recent WCB results and associated experience ratings. Unfortunately, due to one instance of the past year, the organization will be seeing a significant increase in rates next year. It is the

hope of the organization and Committee that much like personal auto insurance, our experience will improve next year and rates will begin to decrease.

Janet Newton put forth a motion to approve the following Workplans, with an understanding that these documents may have timing adjustments as the year and work progresses.

- Board Executive
- Board Finance & Audit
- Board Planning & Performance
- Board

This motion was seconded by Lisa Blackburn.

Motion accepted.

8.4 LBANS Report

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.

9.0 Other Business

Brad Munro put forth a motion for the meeting to move to in-camera. This motion was seconded by LeQuita Porter.

Motion approved.

10. Library Funding Review

11.0 Adjournment

Tara Gault put forth a motion to adjourn the meeting. This motion was seconded by Brad Munro.

Motion approved.