



**Halifax Regional Library Board  
Meeting Minutes  
September 20, 2018  
Halifax Central Library, 3<sup>rd</sup> Floor Boardroom**

**Present:** Tara Gault (Chair), Lorraine Glendenning (Vice Chair), Janet Newton, Brad Munro, Stephanie Clark, Leah Hamilton, LeQuita Porter, Sam Austin

**Regrets:** Cindy O’Driscoll, Lisa Blackburn

**Staff:** Åsa Kachan, Terry Gallagher, Debbie LeBel, Alison Lucio

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

Tara Gault called the meeting to order. The agenda was approved as circulated.

**2.0 Minutes of June 26, 2018**

Brad Munro put forth a motion to approve the minutes of June 26, 2018, as circulated. This motion was seconded by Leah Hamilton.

*Motion approved.*

**3.0 Chair’s welcome**

Tara Gault welcomed all board members from the summer break.

**4.0 Motion to Move In-camera**

Sam Austin put forward a motion to move in camera to discuss the following agenda items: Strategic Workforce Plan Update, and Personnel Update.

This motion was seconded by Lorraine Glendenning.

*Motion approved.*

Brad Munro put forward a motion to end the in-camera portion of the meeting, this motion was seconded by LeQuita Porter.

*Motion approved.*

**5.0 New Business**

**5.1 Draft Workplans**

Tara Gault spoke to the draft workplans that were sent out in the board package. Workplans are frameworks that clearly outline the goals and plans for the work of the Committees and Board for the coming year. The plans help to ensure proper governance and oversight. If a board member has missed a meeting, the workplan is a good reference as to what will be discussed in advance.

Committees were asked to discuss their respective workplans. Once the Committees have had opportunity to review and make adjustments, the plans will return to the Board for approval at the November meeting.

## **7.2 Finance & Audit Committee**

Stephanie Clark, Committee Chair provided an update to the Board. The Committee met earlier in the month and reviewed the current financials and discussed the current vacancy of the Manager of Finance position. This position will be posted soon. Stephanie discussed how the current model of budgeting (taking monies and costs and dividing equally by 12 for each month's targets) doesn't necessarily translate well. These non-linear outliers were discussed, and the Committee believed all to be reasonable based on discussed reasons (snow removal, MH staffing, etc.) Fines and fees are down, which is good, the Committee will examine changing the budget line item in the next budget. Parking revenue continues to perform well. The compliance measures that were to come to the Committee for review in September will occur at the October meeting. This delay is due to the current vacancy.

Stephanie Clark reported that the Committee will be exploring possible Professional development opportunities and will keep the board apprised of any future offerings. Board members were encouraged to send along suggestions of possible development topics.

## **6.0 Chief Librarian & CEO Report**

Åsa Kachan spoke to the CEO Report that was included in the package. Highlights included:

- Started to host our Bedford consultations
  - Bedford "office hours" lots of good conversations
  - We've re-launched Let's Talk Libraries survey for this project
  - Met with MLA and members of the community
  - The way Bedford/Sackville/Tantallon/KG is a complicated web and there are many ways people access the Library. We are trying to get to every user-group as well as ensuring the vulnerable community groups are considered and met with.
  - We need to find out what the community needs are with respect to possible locations. Many people being the conversation with "where will you build it?" Lots of various answers.
  - This is just the beginning of the conversations related to the Bedford build.
- Dartmouth North has experienced an amazing transformation. Outdoor movie nights with blankets and bbqs are happening and many people have found the library. Co-op student over the summer provided amazing different programming, creating magic and transcending generations; kudos to the team. The volume of people and materials handled has been amazing. The next phase of this work will be the interior renovations. This is moving somewhat slower and it is a collaboration with REC and it is important that everyone gets it right to provide the best possible outcome for the community.
- Halifax North has had some renovations done. Entrance was tricky and strangely set up. We have shifted how we receive Library materials in the branch and have a new circulation processing space. This minor renovation has been incredibly impactful.

- Eastern Passage Kiosk was launched as our first community kiosk. The launch was a great afternoon with approximately 150+ people attending. Many people signed up for library cards.
- Instrument Lending going very well.
- The Board Application process with HRM has been improved. An In-person interview is now part of the process. We are hoping that if necessary, prospective board members could do phone or skype interviews if necessary. Janet Newton and Lorraine Glendenning have both had two- year terms (versus the current three). We appreciate the opportunity for improved process and look forward to working with HRM.

Åsa Kachan spoke to the one-desk model and how this model has been tested at some branches and it has been successful. At Central we have desks on every floor – and this doesn't work and we've made shifts. We will need to take a further look to make some additional adjustments at Central. For example, the footprint of the holds area is incredibly large, and there is demand for more study pods.

Board Chair Tara Gault thanked Åsa Kachan for her report.

### **7.1 Board Executive Committee**

Leah Hamilton put forth a motion to approve the 2019 Meeting Dates of the Board for approval. This motion was seconded by Lorraine Glendenning.

After discussion, it was decided that the September date would be adjusted to Sept 19.

With this amendment, the motion was approved.

Tara Gault spoke to the upcoming planned Board Retreat scheduled for Saturday, October 20. The Executive has met and discussed a preliminary agenda: broader conversations about what the Library offers, etc. if board members have anything else to discuss, please let Tara/Åsa/Alison know.

### **7.2 Planning & Performance Committee**

Lorraine Glendenning reported that the Committee has not held a meeting yet, but members are looking at possible meeting dates now. The Committee will meet to discuss next steps and will review the workplan. Tara Gault thanked Lorraine Glendenning for serving as Committee Chair.

### **7.3 LBANS update**

Janet Newton informed the Board that LBANS has not met since June, but will be holding a meeting at the upcoming LBANS conference. The Keynote speaker now Tareq Hadhad of Peace by Chocolate.

### **8.0 Other Business**

There was no further business.

### **9.0 Adjournment**

Brad Munro put forward a motion to adjourn the meeting. This motion was seconded by Sam Austin.

*Motion approved.*