



**Halifax Regional Library Board
Meeting Minutes
September 19, 2019
Halifax Central Library, 3rd Floor Boardroom
4:30-6:30pm**

Present

Cindy O’Driscoll, Board Chair
Kim Brooks, Board Vice-Chair
Marika Warren
Tara Gault
Brad Munro
Alfred Burgesson
Lisa Blackburn
Sharon Costey
Tim Outhit (via telephone)

Regrets

Leah Hamilton

Staff

Åsa Kachan, Chief Librarian and CEO
Debbie LeBel, Senior Manager Access
Kathleen Peverill, Senior Service Manager Central District
Cathy Maddigan, Labour & Employee Relations Manager
Terry Gallagher, Senior Manager Finance & Facilities
Alison Lucio, Executive Assistant & Board Coordinator
Karen Dahl, Senior Manager Programming and Community Engagement
Mairead Barry, Senior Manager Strategy
Sara Gillis, Senior Manager People & Culture

1.0 Call to Order/Approval of Agenda

Cindy O’Driscoll called the meeting to order. Cindy O’Driscoll put forth a motion to approve the agenda as circulated. This motion was seconded by Kim Brooks.

Motion approved.

2.0 Minutes of June 25, 2019

Sharon Costey put forth a motion to approve the minutes of June 25, 2019 as circulated. This motion was seconded by Lisa Blackburn.

Motion approved.

3.0 Chair's Report

Cindy O'Driscoll welcomed everyone to the meeting. As part of the Chair's Report, the Board Chair provided an update on the work of the Board Executive Committee.

Cindy O'Driscoll reported that the Executive Committee had met and discussed the Workplan of the Committee, which was included in the board package for approval. Kim Brooks put forth a motion to approve the workplan as presented, this was seconded by Tara Gault.

Motion approved.

The Chair spoke to the upcoming terms of the two board provincial appointments which are coming to a close at the end of October. The Board was reminded that unlike the municipal appointments, no provision is in place to allow members whose terms have ended to continue their time on the board, unlike the municipal appointments. The Executive Committee will ensure that an orientation session is in place for the incoming board members once they have been appointed.

4.0 CEO Report

The CEO & Chief Librarian spoke to the report on Library summer activities that was included in the meeting package. There are many heartfelt stories from the branches and departments; it was a successful summer at Halifax Public Libraries.

Åsa Kachan reported that last week a Halifax Foodscapes Bus Tour was organized by the city; Åsa Kachan, Karen Dahl and Lisa Blackburn participated. The purpose of the tour was to showcase food solutions in our communities and hear from local leaders helping to shape a strong local food system. One of the stops was Sackville Public Library, where everyone received a Halifax Public Libraries apron and participated in food preparation in the Community Kitchen with children who were there for programming. Food Specialist Emily Glover was there to lead the fun. The event was enjoyable and opened eyes of the community of how life unfolds at the Library.

Speaker Ryan Dowd presented to Halifax Public Library staff over the past two days. Mr. Dowd's training focusses on providing guidance and strategies to working with homelessness within the library. Mr. Dowd has presented at various conferences, including being featured at ALA. Halifax Public Libraries extended the invitation to the training to various groups throughout our community, including members of Halifax Police, Dalhousie University Security, SMU representatives, and community groups that work with vulnerable members of our community. The training highlights using an empathy -driven approach. Initial assessment of the training content and reception has

been stellar. The organization would like to continue to provide these kinds of professional development opportunities to our staff.

Åsa Kachan also mentioned that Sharon Haley Mancini, Central Library Branch Manager is retiring from the organization; she will be greatly missed.

Other highlights from the update included:

- The Library worked with Emergency Measures staff, Erika Fleck in preparation for Hurricane Dorian.
- The Danish Ambassador visited Central Library earlier this week. In addition, delegates from NY Public Library and St. Thomas Public Library will be visiting Central later this week.
- HRM won a National TOBY award (through HRM Building Operating and Maintenance) for the Central Library building and members from HRM accepted the award on September 11. The submission will now be eligible to compete in the BOMA International awards program; winners will be announced June 2020 in Philadelphia.
- It was announced today that Rina Hadziev has accepted the position of Executive Director of the Central for Equitable Library Access (CELA). This is an organization that HPL works closely with to provide access for individuals with print disabilities.
- Central Library's 5th anniversary is happening this December. The organization has had some initial conversations with Morten Schmidt of Schmidt Hammer Lassen Architects to explore a possible program that we might bring him to Halifax for.
- Åsa reported that she continues meeting with the Mayor and Councillors throughout the year.

5.0 Board Committee Reports

5.1 Board Executive Committee

This report was included as part of the Chair's Report.

5.2 Board Planning & Performance

Committee Chair Kim Brooks discussed the draft Terms of Reference for the Board Planning & Performance Committee. This document was included in the board package for review.

Kim Brooks put forth the following motion:

THAT the draft Terms of Reference for the Planning & Performance Committee be approved. These Terms of Reference will be reviewed annually.

This motion was seconded by Brad Munro.

Motion approved.

The Committee included the draft Workplan for approval in the board package. Kim Brooks put forth the following motion:

THAT the draft Workplan for the Planning & Performance Committee for 2019-2020 be approved.

This motion was seconded by Marika Warren.
Motion approved.

Kim Brooks reported that two governance-related work projects have been identified by the Committee; the creation of a Board Manual Governance policies. This work will continue throughout the year; updates will be provided to the board as work progresses.

In addition, the Committee will be reviewing and examining the organization's KPIs; this work is expected to begin in November.

6.3 Finance & Audit Committee

Committee Chair Marika Warren spoke to the report that was included in the meeting package.

Marika Warren reported that the Committee reviewed the financials ending August 2019 as provided by Management. The Library financials continue to forecast a variance at this time, this is mainly due to some positions being intentionally left vacant to allow flexibility while implementing the Strategic Workforce Plan. The recently negotiated union agreement will not further impact this expenditure as the increased costs have been appropriately held in fiscal. The Committee reported that no significant variances were determined at this time.

Marika Warren put forth the following motion:

THAT the draft Workplan for the Finance & Audit Committee for 2019-2020 be approved.

This motion was seconded by Brad Munro.
Motion approved.

Marika Warren put forth the following motion:

THAT the draft Terms of Reference for the Finance & Audit Committee be approved. These Terms of Reference will be reviewed annually.

This motion was seconded by Lisa Blackburn.
Motion approved.

Marika Warren proposed that with the departure of Leah Hamilton from the board that staff explore the possibility of having a non-board member with a professional financial designation participate on the Finance & Audit Committee.

Cindy O’Driscoll put forth the following motion:

THAT Tara Gault join the Finance & Audit Committee until an alternative Committee member is named.

This motion was seconded by Marika Warren.
Motion approved.

Åsa Kachan and Terry Gallagher provided an overview of the Capital budget framework. Terry Gallagher has been attending the HRM meetings to speak to the Library requests. Council will be meeting tomorrow to learn about general priorities and projects. Meanwhile, the Capital Working Group will make recommendations to the Capital Steering Committee (which Åsa Kachan is a member). Capital funding investments are directed largely toward new projects and infrastructure and to support state of good repair. This year sees the introduction of “Signature Projects”, which are considered buildings that are built “once-in-a-generation”.

7.0 In Camera Session

Lisa Blackburn put forth a motion to move in-camera for the purposes of discussing:

- 7.1 SWP Update
- 7.2 NSUPE Collective Agreement Ratification
- 7.3 LBANS Update
- 7.4 Eastern Shore Lifestyles Centre
- 7.5 CEO Contract

This motion was seconded by Brad Munro.

8.0 Adjournment

At the end of the in-camera session, Brad Munro put forth a motion to adjourn the meeting. This motion was seconded by Marika Warren.
Meeting adjourned.