



Halifax Regional Library Board Regular Meeting

Boardroom - Alderney Gate Public Library
Monday, January 19, 2009 ~ 12:00 noon

- Present:** Leo McKenna, Chair
Councillor Sue Uteck, Vice Chair
Councillor Jackie Barkhouse
Councillor Peter Lund
Kathrine Sullivan
Councillor Jennifer Watts
- Present from Staff:** Judith Hare, CEO
Francisca Goldsmith, Director, Branch Services
Al LeBlanc, Director, Finance and Facilities
Cathy Maddigan, Director, Human Resources
Susan McLean, Director, Public Services / Deputy CEO
Paula Saulnier, Director, Corporate Research and Development
- Regrets:** Bruce Gorman, Director, Information Technology and Collection Management

1. **Call to Order / Approval of Agenda**

Moved by Councillor Sue Uteck and seconded by Councillor Jennifer Watts that the Agenda be approved. Motion carried.

2. **Motion to Approve Consent Agenda**

Moved by Kathrine Sullivan and seconded by Councillor Sue Uteck that the Consent Agenda, including the minutes from the November 17, 2008 Regular Meeting be approved. Motion carried.

3. **Business Arising**

.1 Annual Staff Recognition

The Annual Staff Recognition event will be held on Friday, April 3, 2009 from

3:00 pm to 5:00 pm. Board members are welcome to attend the presentation of long service awards which will be held in the Helen Creighton Room in the Alderney Gate Public Library. Formal invitations will be sent at a later date.

.2 Board Appointments

The CEO reported that HRM had appointed new councillors to the Board and the municipal citizen appointees were being approved at Council on January 20th; however, appointees for the vacant provincial positions have yet to be received. These positions have been vacant since June 2008. It was recommended to the Board that a letter be sent to the Provincial Library requesting these appointment be made.

Moved by Kathrine Sullivan and seconded by Councillor Sue Uteck that a letter be sent to the Provincial Library requesting the provincial Board appointments be made. Motion carried.

4. CEO Report

.1 Monthly Report

The CEO reported that the Halifax Public Libraries has won the Ontario Library Association Presidents Award for Exceptional Achievement in conjunction with its public library partners in Vancouver, Regina and Toronto. The award recognizes groundbreaking work through the Working Together Project.

Moved by Councillor Sue Uteck and seconded by Councillor Jackie Barkhouse that letters of commendation to the staff involved in the project. Motion carried.

Current work on the Spring Garden Road branch includes replacing lintels, repairing leaking brickwork and replacing windows. The project is \$65,000 over budget as more problems are being discovered as the work is carried out. The branch is allowed to be non-conforming; this allows for repairs to be carried out instead of renovations to meet building code.

It was suggested by Councillor Uteck that the library be moved closer to the top of the list of the Municipality's list of shovel-ready infrastructure projects.

The CEO reported that March 25th has been confirmed as the date for the Board's strategic planning workshop. It is anticipated that the session would last from 9 am to 3 pm. The session was deferred from last spring to allow for new Board members to be appointed.

.2 Monthly Performance Measures - November 2008

At the request of Councillor Watts, this item was moved from the Consent Agenda to the Regular Agenda.

Paula Saulnier, Director, Corporate Research and Development explained that the Monthly Performance Measures provide the library with month to month and year over year comparisons of services provided.

In terms of the drop in Public Access Computer bookings, this can partially be accounted for by the addition of wireless access in all branches. The number of patrons going on-line via this new service has been on the rise.

For programs, it is more effective for branches to offer fewer programs that would generate better attendance figures than more, potentially less attended ones; this accounts for the year-over-year differences.

5. Financial Report

.1 Financial Statement ending December 31, 2008 (unaudited)

Director, Finance and Facilities Al LeBlanc, presented the financial statements to December 31, 2008. Projections are currently being developed to determine our year-end position.

Year-end forecasts will be brought before the Board.

Moved by Councillor Sue Uteck and seconded by Kathrine Sullivan that the unaudited Financial Statement for the period ending December 31, 2008 be approved. Motion carried.

6. New Business

.1 Capital Budget 2009/10

Priorities for the Library are based on the 2004 Terrain report, with the first two priorities being the Central and Woodlawn Libraries. It should be noted that the Library does not have its own Capital Budget; rather funds for capital Library projects are held in HRM business units such as Infrastructure, Capital Projects and Community Development.

The first priority is the next phase for the Central Library: \$4 million for architect engagement and building design. The amount is calculated using the

Nova Scotia Architects Association fee schedule and based on total construction cost. Second is the annual contingency fund for repairs at Spring Garden Road, which is looked after by Phil Townsend (Infrastructure and Asset Management).

Funds will also be requested for renovations at the Sackville Library, which includes re-painting the branch as well as new carpeting and lighting.

The Woodlawn Library relocation funds provided in the 2008/09 budget will carry over to the next fiscal during which the project will be completed.

Moved by Councillor Sue Uteck and seconded by Councillor Peter Lund that the Board approve the 2009/10 Capital Budget priorities. Motion carried.

.2 Operating Budget

It was reported that preparations for the 2009/10 budget have been delayed somewhat due to the recent municipal elections. At this point in time, the Library is preparing its budget with the assumption that the level of services will be maintained with no new money available. Increases will be allowed for mandatory items such as lease and salary increases.

It is the Library's understanding that business cases for new projects and services will be considered if they can be self-funded; unfortunately, this is not an option for the Library.

The impact of no new funding could impact the Library in terms of technology - the Library is interested in moving from a barcode system to a RFID (Radio Frequency Identification) one. Although expensive, the switch could be done over time. The Library may submit a request to the Service Improvement Reserve.

.3 Provincial Funding Formula

The Report of the Provincial Funding Formula Review Committee was presented to the Minister of Education last fall, which was to form the basis of a Memorandum of Understanding to be signed by the Province and the Library Boards. The MOU has been approved by former Minister Karen Casey and the Department of Finance and awaits Cabinet approval. The future of the MOU is uncertain due to the recent Cabinet shuffle.

The Library is subsequently preparing its budget assuming that there will be no change in funding from the previous year.

Moved by Councillor Sue Uteck and seconded by Councillor Jackie Barkhouse that a letter be sent to the new Minister of Education regarding the status of the MOU. The letter should include a request to meet with the new Minister. Motion carried.

.4 Amendments to the By-laws of the Halifax Regional Library Board

The CEO reported that the Halifax Regional Library Board by-laws have not been changed since they were written. The proposed amendments would allow the following:

- The presence of a majority of appointed members of the Board is necessary for the transaction of business at a meeting. When vacancies exist, the quorum is adjusted to reflect the reduced composition of the Board until appointments are made.
- Where a quorum is not present within 30 minutes after the hour fixed for the meeting, the CEO/Secretary shall record the names of the Board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called. Decisions shall be reported and ratified by the Board at the next meeting.
- Approval of Consent Agenda will be added to the Order of Business
- Any member who is absent from the Board's regular meetings for three (3) consecutive meetings without being excused by the Board shall be deemed to have vacated his/her seat, and the appointing body shall be so advised and a replacement member shall be requested.
- The Release of Board Documents policy will be included with other policies appended to the Bylaws for ease of reference.

Board members requested revisions to the proposed amendment as follows:

Where a quorum is not present within 20 minutes after the hour fixed for the meeting, the CEO/Secretary shall record the names of the Board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called. Recommendations shall be brought forward and ratified by the Board at the next meeting.

Moved by Kathrine Sullivan and seconded by Councillor Jackie Barkhouse that the proposed amendments to the Halifax Regional Library Board By-Laws be adopted as revised. Motion carried.

7. Other Business

None.

8. The Board moved into In-Camera Session

Moved by Councillor Sue Uteck and seconded by Councillor Jennifer Watts that the Board move into In-Camera Session. Motion carried.

9. Motion to approve Motions from the In Camera Meeting

Moved by Kathrine Sullivan and seconded by Councillor Peter Lund that the motions from the In-Camera Meeting be approved. Motion carried.

10. Adjournment

Moved by Kathrine Sullivan that the meeting be adjourned.



Chair


Secretary