



Halifax Regional Library Board Regular Meeting

Boardroom - Alderney Gate Public Library
Monday, September 21, 2009 ~ 12:00 noon

- Present:** Leo McKenna, Chair
Councillor Jackie Barkhouse
Lorna Crawley
Councillor Peter Lund
Philip Moscovitch
Councillor Jennifer Watts
- Present from Staff:** Judith Hare, CEO
Francisca Goldsmith, Director, Branch Services
Bruce Gorman, Director, Information Technology and Collection Management
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
- Observer:** Rosette MacEwen, NSUPE Local 14
- Regrets:** Kathrine Sullivan
Councillor Sue Uteck, Vice Chair

1. Call to Order / Approval of Agenda

The Chair noted that the item 5.1 on the agenda, Financial Statement, is amended to read "for the month ending August 31, 2009." Philip Moscovitch asked that Consent Agenda item Evaluation Report: Youth Opposing Gang Activity be moved to the Regular Agenda under other Business as item 7.1. Councillor Peter Lund requested that Consent Agenda item Grants and Donations Update be moved to the Regular Agenda under Other Business as item 7.2.

Moved by Councillor Peter Lund and seconded by Councillor Jackie Barkhouse that the Agenda be approved as amended. Motion carried.

2. Motion to Approve Consent Agenda

Philip Moscovitch noted that a letter of commendation for Laurel Tarulli has been on the Board's Action Sheet since February 23.

Moved by Councillor Peter Lund and seconded by Councillor Jackie Barkhouse that the Consent Agenda, including the minutes from the June 15, 2009 Regular Meeting be approved. Motion carried.

3. Business Arising

.1 Business Continuity / H1N1 Human Swine Flu

The CEO presented the Library's Business Continuity Plan, which has been developed using HRM's format and identifies essential services. All HRM business units, including the Library, met with HRM's Emergency Management Coordinator as part of the process.

Also presented was the H1N1 Flu Virus Pandemic Management Guide, which outlines how to deal with staff who may come to work ill, those who may be away for a period due to the flu illness, and those who may have insufficient sick leave. It was noted that the word "days" needs to be added to the very end of the first paragraph of Section 6d.

Board members were pleased with the proactive work taken by staff.

To-date the Library has had 4 suspected cases of H1N1. No cases were confirmed, as the health system is no longer testing individual cases.

Moved by Councillor Jennifer Watts and seconded by Councillor Jackie Barkhouse that Board approve the Business Continuity Plan and H1N1 Flu Virus Pandemic Guidelines. Motion carried.

.2 Use of Bottled Water

The CEO provided the Board with the report that went to HRM Council on September 15, 2009. It is the Library's intention to follow HRM's approved recommendations on the use of bottled water and guidelines on meeting and catering requirements.

In the report, Library-owned or leased facilities were not listed among that facilities that would require access to potable water. Phillip Townsend (HRM Infrastructure and Asset Management), after discussions with the CEO, has agreed that all Library facilities, both owned and leased, will be included in

drinking water testing. Testing carried out in Library-owned facilities will be borne by HRM, while testing in leased facilities will be charged back to the Library.

The CEO noted that for some Library facilities, improvements would have to be made in terms of potability and palatability.

Moved by Lorna Crawley and seconded by Philip Moscovitch that the Board approve the staff recommendations regarding bottled water in Library facilities with the intention of reducing the use of bottled water throughout the Library system and a willingness to follow the HRM guidelines on meeting and catering requirements. Motion carried.

4. CEO Report

.1 Monthly Report

It was reported by the CEO that the Library experienced its usual busy summer season, with a heavy children and youth programming schedule. Work was also carried out to facilitate the impending launch of Aquabrowser and federated searching and to completed multiple year end statistical reports for CULC and IFLA. Senior management focused on Central Library and Woodlawn Library development.

Facility issues continue to occupy staff time and efforts. It has been noted that the large windows at the Halifax North Library are rusted and leaking and are not properly supported. Repairs will require capital budget project planning. Window issues also remain unresolved at Spring Garden Road with HRM issuing another tender to repair the stone cladding and replace 6 more windows on the front of the building

Ventilation problems persist at the Bedford Library resulting in public and staff complaints about foul odors penetrating from an adjoining unit. The property manager has contracted with the Trane Group to make renovations to the system to remedy the problem.

.2 Strategic Plan Update

The CEO noted that the strategic plan is still in progress and hopes to bring the plan to the Board in October.

.3 Woodlawn Library Update

Construction is well underway at the new location for the Woodlawn Library and is very visible in the community as masonry is being removed to make way

for windows.

A timeline has been received from Loblaws, which would see the library take possession on January 29, 2010. It is estimated that it will take a month for fit up, which would result in a March 2010 opening. The lease for the new facility will not come into effect until 30 days after the Library takes possession.

The current Woodlawn lease is now month-to-month while the lease for the Glendale facility ends in August 2010. The Library has accounted for funds necessary to end the Glendale lease prior to that date.

5. Financial Report

Al LeBlanc, Director, Finance and Facilities presented the unaudited statements for the month ending July 31, noting that HRM had not closed August in time for the Board meeting. Of note, the provincial grant for 2009-10 has not yet been received, although the Library is hopeful that more information will become available once the Provincial budget is tabled later this month.

Moved by Councillor Peter Lund and seconded by Philip Moscovitch that the unaudited Financial Statement for the period ending July 31, 2009 be approved. Motion carried.

6. New Business

.1 Diversity and Inclusion Statement

Susan McLean, Deputy CEO, presented the proposed new Diversity and Inclusion Statement to the Board. The statement is based on one recently adopted by the Canadian Library Association.

The wording of the proposed statement is seen as positive and more encompassing.

Moved by Councillor Peter Lund and seconded by Philip Moscovitch that the Halifax Regional Library Board rescind its previous Diversity Statement and replace it with the recommended Diversity and Inclusion Statement. Motion carried.

.2 Community Led Service Development Plan: Immigrant Communities

Deputy CEO Susan McLean presented the Library's Community Led Service Development Plan: Immigrant Communities, which lays out the Library's plan to engage immigrant communities and partner service providers in defining priority library service needs and developing appropriate service responses.

The Library is currently looking at the skill set required by staff to execute the plan; competencies required illustrate the new direction the library profession is moving towards, with staff acting as facilitators instead of providers of answers and information.

.3 Libraries Nova Scotia - "Borrow Anywhere Return Anywhere" (BARA) Agreement

The CEO reported that the Library has been working with the Province and other libraries in the province as part of the Libraries Nova Scotia project.

Libraries Nova Scotia is launching the year-long BARA pilot in late September in all Nova Scotia university, community college and public libraries. The pilot will allow the public to borrow from any participating library location and not necessarily return items to the same location.

It is expected that the Halifax will see the bulk of borrowing from patrons from outside its catchment area but the overall impact is unknown. At the outset, there will not be any restrictions placed on borrowing, but changes can be made if availability of materials for Halifax Public Libraries patrons becomes an issue.

The Board expressed concern regarding the potential retardation of the growth of those systems due to a reliance on materials from elsewhere as well as delays in materials being returned to Halifax if they are instead returned to other library systems in the province. The Board agreed accepted a try and see approach, noting that the Library can request amendments to the program as the pilot progresses.

Moved by Councillor Peter Lund and seconded by Philip Townsend that the Halifax Regional Library Board sign the BARA Agreement and participate in the pilot project. Motion carried.

.4 2009 NSLA / LBANS Conference

Board Members interested in attending the annual NSLA / LBANS conference were asked to contact Tracey Stone in Administration.

.5 Central Library Report

The CEO reported that HRM issued an Expression of Interest (EOI) for Architectural Consulting Services for the Central Library in August. The mandatory meeting for the EOI was attended by a strong field of architects from Canada and abroad. Bids will be evaluated in October by a team of HRM and Library staff. Final candidates will prepare responses to a detailed Request for Proposal and submit a conceptual design with design philosophy and fee structure. It is anticipated that the winning firm will be chosen prior to the final

budget discussions in March.

As well, the proposal for Building Canada funding is well underway, and the Library now has a contact with the Federal program. The Library now is looking to partners in the community to provide letter of support for the project. To-date, letters have been received from Greater Halifax Partnerships and the Halifax Chamber of Commerce.

The Library has also formally signed a Memorandum of Understanding with HRM for the management of the overall project, including design, construction and operation.

It was reported that Mayor Kelly met with the Honourable John Baird in Ottawa to discuss infrastructure funding project. It is understood that the Minister has said the Central Library project meets the Building Canada program requirements.

.6 Facilities Master Plan

In 2004, consultants from Terrain completed a Needs Assessment and Master Facilities Plan which identified library facility development priorities. This study was approved by the Board and Council and has guided planning from 2004 - 2009. The CEO noted that there is a necessity to have the report updated to ensure the Library continues to have a long-term plan going forward.

Numerous questions will need to be addressed during the review, including the overall size of the library system, how a change in the location or size of one branch impacts on another, and whether or not communities should be self-sufficient in terms of available services.

A number of communities have already come forward to the Library requesting new or additional services, including Middle Musquodoboit, Fall River, Waverley and Bedford. Councillor Barkhouse requested that the areas of Eastern Passage and Cow Bay be included in the review.

Moved by Councillor Jackie Barkhouse and seconded by Councillor Peter Lund that

- 1. the Halifax Regional Library Board include approximately \$50,000 in its 2009/10 Capital Budget submission to engage a consultant to review and update the Needs Assessment and Master Facilities Plan*
- 2. the Library monitor the Community Visioning Process and HRM Recreation Master Plan implementation for areas of possible co-operation and synergies.*
- 3. Communities that have requested service be included in the review.*

Motion carried.

7. **Other Business**

.1 **Evaluation Report: Youth Opposing Gang Activity (YOGA)**

The Community Led Service Development Plan for Immigrant Communities was developed from the Youth Opposing Gang Activity and Working Together projects. The Library will look to see how the results from YOGA can be sustained, although funding will be an issue. The YOGA project illustrated that the investment is worth the results.

The Deputy CEO agree to contact Superintendent Don Spicer with the Halifax Regional Police for potential information sharing.

.2 **Grants and Donations**

It was clarified that the grants and donations listed in the document are those applied for and received by the Library to supplement programs and services.

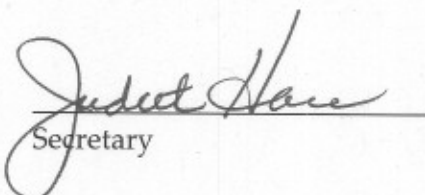
8. **In-Camera Session**

In the interest of time, the Chair deferred the In-Camera Agenda to the October meeting.

9. **Adjournment**

The next meeting will take place on Monday, October 19, 2009 at 12 noon in the Boardroom ah the Alderney Gate Public Library.


Chair


Secretary