

Halifax Regional Library Board  
**Regular Meeting**

Boardroom - Alderney Gate Public Library  
Monday, March 8, 2010 ~ 12:00 noon

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Present: Leo McKenna, Chair  
Councillor Sue Uteck, Vice Chair  
Lorna Crawley  
Roswell James  
Councillor Peter Lund  
Kate Sullivan  
Councillor Jennifer Watts

Present from Staff: Judith Hare, CEO  
Bruce Gorman, Director, Information Technology and Collection  
Management  
Cathy Maddigan, Director, Human Resources  
Susan McLean, Director, Public Services / Deputy CEO  
Paula Saulnier, Director, Corporate Research and Development  
Shawn West, Director, Finance and Facilities

Observer: Rosette MacEwen, NSUPE Local 14

Regrets: Councillor Jackie Barkhouse  
Philip Moscovitch

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

The Chair requested the In Camera portion of the meeting be moved to the beginning of the Agenda. Councillor Jennifer Watts asked to have CNIB Materials added to the agenda as Item 3.7 under Business Arising.

*Moved by Roswell James and seconded by Lorna Crawley that the Agenda be approved as amended. Motion carried.*

**2. Motion to Approve Consent Agenda**

*Moved by Kate Sullivan and seconded by Councillor Jennifer Watts that the Consent Agenda, including the minutes from the January 18, 2010 Regular Meeting be approved. Motion carried.*

**3. The Board moved into In-Camera Session**

*Moved by Kate Sullivan and seconded by Roswell James that the Board move into In-Camera Session. Motion carried.*

**4. Motion to approve Motions from the In Camera Meeting**

*Moved by Councillor Sue Uteck and seconded by Lorna Crawley that the motions from the In Camera Meeting be approved. Motion carried.*

**5. Business Arising**

**.1 Community Visioning Project**

As requested by the Board, the CEO reported on opportunities for collaboration with HRM in terms of expanding services to the community.

In the long term, plans to develop the Bedford waterfront currently includes \$8 million for a new Bedford branch. Staff will follow up on HRM in this area. As well, there is a recreation study currently underway looking at Eastern Passage, Cole Harbour and Musquodoboit. Future studies will look at the Prestons, Enfield and Sheet Harbour.

**.2 Focus Group Report**

In December, the Library held a focus group with avid readers who are not library users. It was designed to find out where and how they discover what they want to read.

The participants noted limited hours and loan periods and "used" materials as obstacles to their use of the library. They did not see the library as a place to spend the afternoon as they might at a Chapters location. Positive comments included the library's customer service and children's programming.

Participants suggested the Library promote its entertainment features and downplay its educational aspects. It was also recommended that the Library use non-traditional methods of marketing to reach non-traditional users.

The Library's Communications and Marketing Department is looking at ways to implement the suggestions made during the focus group and will consider these trends in future Library campaigns and service promotion initiatives.

**.3 Performance Measures 2009**

Councillor Jennifer Watts noted this item could be removed from the agenda.

**.4 Summer Reading Program 2009**

In the absence of Philip Moscovitch, this item was dropped from the agenda.

**.5 Podcamp 2010**

Bruce Gorman, Director, Information Technology and Collection Management reported on the 2<sup>nd</sup> annual Podcamp associated with the Library. The Podcamp is considered an information un-conference, where the participants determine the event's itinerary. The event was once again well-received by the community.

The Library sees an opportunity to reach out to other areas of the community with similar events around other topics.

**.6 LBANS Update**

The CEO reported that LBANS lobby to have Ednet (Internet access) funding for public libraries reinstated by the Province was successful. LBANS has also launched the website [www.standupforlibraries.ca](http://www.standupforlibraries.ca) to lobby for a long-term Provincial funding strategy.

It is expected that a Chairs and Chiefs meeting will be held in the spring, although no date has been set.

**.7 CNIB Materials**

Clarification regarding CNIB's campaign for funding was provided by the CEO. The CNIB is a federally-funded non-government organization which has recently begun lobbying nationally to be funded by all levels of government.

In British Columbia, a resolution was passed recommending that the CNIB only receive new funding and that it not be taken from library grants.

Halifax Public Libraries does have assistive technology in place and Overdrive, the downloadable audiobook service is proving to be very popular with the visually-impaired population.

Historically, CNIB works more with clients who have had impaired vision all of their life while public libraries tend to be the choice for those who have lost their sight over time.

Library and Archives Canada is currently looking into CNIB's structure and services in relation to public libraries.

## 6. CEO Report

### .1 Monthly Report

The CEO reported that senior staff have been kept busy with the Central and Woodlawn Library projects.

The Keshen Goodman branch recently acquired a wheelchair for use by patrons while in the branch. This new service has been very well received and numerous organizations are informing their clients of the chair's availability.

The presentation made as a part of the Information Without Borders Conference (Dalhousie University) provided an opportunity to promote the Central Library. Staff from the Coast were in attendance at the Dalhousie event and used information from the conference as part of their library cover feature in the March 4-10 edition of The Coast.

The CEO also gave a presentation at the Ontario Library Association Conference.

Councillor Jennifer Watts was thanked for representing the Board at the Opening Ceremonies of African Heritage Month.

### .2 Woodlawn Library Update

The CEO reported that, once again, the owner of Anicom Signs has come forward to donate all the interior signage for the branch. He has asked that no formal recognition be made. A letter of thanks will be prepared for the Chair's signature.

The Board's Executive Committee approved a staff report to go to Council to increase the Woodlawn Library project capital account by \$444,000.00, with the funds coming from the increase in the Provincial grant. The fund transfer was approved by Council March 2<sup>nd</sup>. The original capital budget was developed for a 12,000 square foot space. It was only after the budget was set that the opportunity to have a 17,000 square foot property became available.

Council deliberations at the March 2<sup>nd</sup> meeting illustrated that not all Council members understand the nature of the Provincial grant. The Chair requested a letter be written to Council regarding the Provincial grant to set the record straight.

It is hoped that the new Woodlawn branch will open just after Easter.

**.3 Central Library Update**

This item was dealt with during the In Camera portion of the meeting.

**7. Financial Report**

**.1 Financial Statements ending January 31, 2010**

Shawn West, Director, Finance and Facilities presented the unaudited statements for the month ending January 31, noting that the Library is currently under budget in terms of expenses and holding steady in terms of revenue.

It was noted that the \$183,000 in building expenses related to the Woodlawn Library project will be transferred to the capital budget. Only library material expenses related to the project will remain in the operating budget.

*Moved by Councillor Sue Uteck and seconded by Councillor Peter Lund that the unaudited Financial Statement for the period ending January 31, 2010 be approved. Motion carried.*

**8. New Business**

**.1 Contest Ineligibility Policy**

Susan McLean, Director, Public Services presented the new contest ineligibility policy to the Board. This policy will ensure that there is no perceived or actual conflict of interest through the participation of staff, Board members and/or their families in Library contests.

*Moved by Kate Sullivan and seconded by Lorna Crawley that the Halifax Regional Library Board approve implementation of the Contest Ineligibility Policy. Motion carried.*

**.2 Operating Budget 2010-11**

This item was moved to the In-Camera Agenda.

**.3 Capital Budget 2010-11**

The CEO reported that none of the capital fund requests submitted by the Library have been included in the proposed 2010-11 budget with the exception of those for window repairs at Halifax North and Spring Garden Road

maintenance. The status of the funds requested for the Sackville branch renovation and Master Facilities Plan revision are unknown, although it is suspected that the funding has been cut.

Funds for the Central Library project are held separate from the budget process; the \$2.3 million in the current capital budget will be carried forward to 2010-11.

*Moved by Councillor Jennifer Watts and seconded by Councillor Sue Uteck that Library staff attempt to get capital funding for the Master Facilities Plan revision and Sackville branch renovation reinstated in the 2010-11 Capital Budget. Motion carried.*

**.4 Woodlawn Library Funds Transfer**

The CEO requested the Board ratify the decision of Executive Committee to transfer \$444,000 from the Provincial grant to the Woodlawn Library project as discussed under Item 6.2 above.

*Moved by Lorna Crawley and seconded by Roswell James that \$444,000.00 be allocated from the Provincial grant to the Woodlawn Library project. Motion carried.*


**.5 Aquabrowser Presentation**

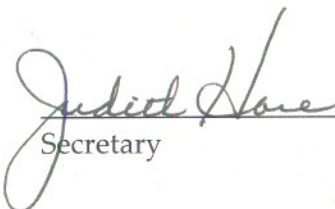
In the interest of time, this item was deferred to the next meeting.

**9. Other Business**

None at this time.

**10. Adjournment**

  
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Chair

  
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Secretary