



## Halifax Regional Library Board Regular Meeting

Boardroom - Alderney Gate Public Library  
Monday, 15 November, 2010 ~ 12:00 noon

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- Present:** Philip Moscovitch, Chair  
Paul Bennett, Vice Chair  
Lorna Crawley  
Roswell James  
Councillor Peter Lund  
Leo McKenna  
Councillor Jennifer Watts  
Councillor Sue Uteck
- Present from Staff:** Judith Hare, CEO  
Bruce Gorman, Director, Information Technology and Collection Management  
Cathy Maddigan, Director, Human Resources  
Paula Saulnier, Director, Corporate Research and Development  
Shawn West, Director, Finance and Facilities
- Observer:** Rosette MacEwen, NSUPE Local 14
- Regrets:** Councillor Jackie Barkhouse  
Susan McLean, Director, Public Services / Deputy CEO  
Kate Sullivan

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

*Moved by Roswell James and seconded by Paul Bennett that the Agenda be approved.  
Motion carried.*

### 2. Motion to Approve Consent Agenda

*Moved by Lorna Crawley and seconded by Councillor Peter Lund that the Consent Agenda, including the minutes from the October 18, 2010 Regular Meeting be approved.  
Motion carried.*

### **3. Business Arising**

#### **.1 Borrow Anywhere Return Anywhere Pilot Third Quarter Report**

The CEO reported that this pilot project is proceeding well, with the majority of the materials tracked as part of the pilot belonging to either Dalhousie University or Halifax Public Libraries. Public response to the pilot has been good.

The impact on the Halifax Public Libraries is minimal. No additional staff have been required, with the InterLibrary Loan and Books by Mail staff absorbing the extra work within their regular hours. Additional costs have been solely related to postage. There is no provincial courier service to deliver materials to each of the regional libraries, so materials are returned via Canada Post, using the Library Book rate. The additional postage costs were not budgeted for, but will come out of the Library's operational postage budget.

School libraries are not part of the pilot, although the School Boards were initially approached. From time to time, school materials are returned at public libraries and vice-versa; materials are simply returned to the owning library.

A steering committee is reviewing the results of the pilot; this has already begun via a survey sent to participating libraries. The project will most likely continue through the evaluation process.

#### **.2 Monthly Performance Measures**

System-wide performance measures are provided to the Board each month as part of the Consent Agenda and provide a snapshot of service levels on a monthly and year-to-date basis.

The notes which accompany the statistics provide context or explanations for changes in service levels. For example, issues with gate counters are noted due to their impact on in-person visit statistics.

A question was raised regarding the sharp increase in wireless connections. It was noted that more and more patrons are bringing their wireless devices into the library. All branches provide wireless service, although a library card is required for access. In some cases, such as the Cole Harbour Library, wireless access has been expanded to the whole of Cole Harbour Place.

#### **.3 Grants & Donations Reports**

The Grants and Donations report is provided to the Board as part of the Consent Agenda and provides a listing of additional funding obtained by the Library in the current fiscal year.

Some grants are annual and are applied for each year, where others are one-time opportunities. The Library is generally successful in grant applications; however, projects covered by grant funding are not part of the regular operating budget in the chance funding is not approved. The specific projects funded by grants may also be adapted should funding amounts be higher or lower than that which was applied for.

#### **.4 Central Library Collection Size**

A report was provided to the Board outlining the methodologies used in determining the collection size for the Central Library. An increase of 50-52% over the size of the current collection at Spring Garden Road is proposed.

The quality of the collection is also considered; a good turnover rate is an objective for any library collection. In addition to the makeup of the collection, its layout will also play a part in making the collection attractive. For example, 'bubbles' of the adult collection will be available in the children's area, providing both parents and children with something to enjoy.

The Library is also aware of the growing trend in e-books and audiobooks. It is believed that physical books will always be part of the collection and their numbers will grow along side of the electronic formats. It was noted that Libraries across Canada are addressing the issue of e-content copyright and how such content can be loaned as opposed to being owned by one person and used on a singular device.

#### **.5 Breakdown of Library Circulation**

Of the 4,601,365 items circulated in the fiscal year 2009/10, 26.63% were borrowed from the Children's collection, 5.16% were from the Teen collection and 68.21 % were from the Adult collection. This rate of circulation correlates closely with the percentage breakdown of the size of the collection which consists of 32% Children's, 7% Teen and 61% Adult materials.

It was noted that the low percentage for teen collection circulation is indicative of the size of the teen population in HRM. For the Library's purposes, this encompasses those 13-18 years of age. It was also pointed out that teens make use of the adult collection as well.

At any given time, it is the norm that 30% of a branch's collection is on loan or on hold awaiting pickup. It was noted that as the Library system evolves and branches change location or new ones are added, circulation at other branches does not necessarily decrease; enhancements to the system as a whole tend to expand overall usage.

Paul Bennett and Councillor Sue Uteck thanked staff for the report.

**.6 Preliminary Capital Budget 2011-2012**

The CEO presented an amendment to the previously provided preliminary Capital Budget requests. The amendment would deal with the issue surrounding the Mobile Library.

*Moved by Councillor Sue Uteck and seconded by Councillor Peter Lund that the item "Rural service improvements in Eastern Passage and the Eastern Shore replacing mobile service" be added to the Preliminary Capital Budget requests, replacing the reference to Musquodoboit Harbour. Motion carried.*

**4. CEO Report**

**.1 Monthly Report**

The CEO was pleased to report that Ryan Deschamps, E-Learning Manager won the Metropolitan Award at the Fusion GO Awards earlier in the month. The award presented to Ryan by Mayor Kelly recognizes a Haligonian who is a city promoter of overall progress, prosperity, success and wellness.

Planning will begin this month for the 2011 Canadian Library Association Conference, which will be held in Halifax. Library staff will be meeting with CLA in the upcoming weeks and have been asked for a staff volunteer to act as Local Arrangements Chair.

The current phase of the Central Library public consultation has wrapped up, with public comments being overall positive regarding the building design. The Board requested a summary of the comments be prepared for the next meeting.

The Central Library contribution agreement with the Federal Government is on the November 16 Council agenda. It is anticipated that approval of the agreement will be straightforward.

With regards to the Central Library funding, it was noted that the budget for the project will prove to be a challenge as the detailed design phase gets underway. The budget was drawn up without the inclusion of taxes, funding for additional studies, HRM charges and some technology and collection funds. Staff would like to add a mezzanine to the design to house administrative office space, but the budget is tight the building must be built to the budget. Moving the project from LEEDS silver to gold has also increased the cost.

The Central Library project is on schedule with regards to the architects work, but there has been some delay in the tendering process for the construction manager, which, once completed would allow the project to be properly costed. It is expected all these issues will be resolved.

**.2 Management Peer Review: Putting Theory into Practice**

A number of Library staff are participating in an 18-month Peer Review Program, part of the Library's succession planning and talent development strategy. The Library has recognized the value of this program and is rolling out elements to a broader portion of Library staff.

**5. Financial Report**

**.1 Draft Financial Statements ending October 31, 2010**

Shawn West, Director, Finance and Facilities reported that expenses are currently under budget with revenues slightly over budget.

A lump sum of \$443,000 has been transferred to the Central Library account as part of the Central Library funding plan. Additional funds will now be transferred on a monthly basis.

Funds for the operation of the expanded Woodlawn Library have been released to the Library from HRM now that the new branch is operational and all major work on the branch has been completed.

*Moved by Councillor Peter Lund and seconded by Leo McKenna that the unaudited draft Financial Statement for the period ending October 31, 2010 be approved. Motion carried.*

**.2 2010-11 HRM-Mandated Operational Budget Cuts**

As requested by the Board, staff presented a listing of the mandated budgeted cuts implemented by HRM at the start of the 2010-11 fiscal year. These cuts were applied to all HRM departments. The cuts amounted to \$246,000 for the Library.

It is expected that the Library will be asked to make further cuts to its budget as part of exercise undertaken by HRM to cover a budget deficit of over \$13 million.

**6. Appointment of LBANS Representative**

The Chair announced that Board member Roswell James has agreed to be the Halifax Public Libraries' representative for the Library Board Association of Nova Scotia. Board member Lorna Crawley will act as the alternate representative.

## 7. New Business

### 1. Petition re Hours of Service, Musquodoboit Harbour Library

The Board received a petition containing over 100 signatures in support of expansion of hours of service at the Musquodoboit Harbour Library. Currently the branch is only open 22 hours per week.

Although the Halifax Regional Library Board has approved operating budget submissions to expand branch hours of operation to full service (50 hours per week) in several budget years, all budget submissions have been rejected. Without HRM approval, the Library cannot respond to expansion of service requests.

A letter will be sent by the Chair to the petitioner to explain why the request for additional service at Musquodoboit Harbour cannot be granted at this time.

*Moved by Leo McKenna and seconded by Lorna Crawley that the Halifax Regional Library Board receive the petition and respond to the petitioner and the district councillor explaining why additional hours of service cannot be implemented at this time. Motion carried.*

### .2 Central Library Capital Campaign

Now that the project funding has been secured, and conceptual design drawings are available, the Library can move forward on developing a campaign. The established target is \$1.7 million but in reality more needs to be raised to fill gaps in the project funding.

Staff have requested the Board authorize the preparation of a Request for Proposals (RFP) for fundraising consulting assistance. It is anticipated that the Library will need assistance in organizing the campaign and advice on identifying prospective major donors. Funds for consultants are available in the Central Library reserve account.

Board member Paul Bennett volunteered to assist staff in the development of the RFP and will also sit on the Steering Committee which will lead the fundraising campaign.

*Moved by Councillor Peter Lund and seconded by Paul Bennett that the Halifax Regional Library Board authorize staff to prepare an RFP for fundraising consulting assistance. Motion carried.*

8. **Other Business**

None at this time.

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

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

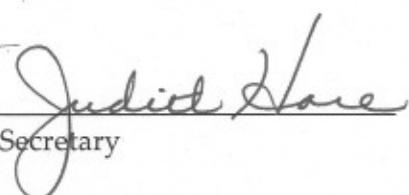
10. **Motion to approve Motions from the In Camera Meeting**

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

11. **Adjournment**



Chair



Secretary