



**Halifax Regional Library Board  
Meeting Minutes  
Boardroom - Halifax Central Library  
Friday, December 1, 4:00-6:00pm**

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**Present:** Tara Gault, Chair  
Lorraine Glendenning, Vice-Chair  
Leah Hamilton  
Paul Bennett  
Cindy O'Driscoll  
Stephanie Clark  
Sam Austin

**Staff:** Åsa Kachan, CEO & Chief Librarian  
Terry Gallagher, Director of Finance & Facilities  
Kathleen Peverill, Director of Public Service  
Cathy Maddigan, Director of Human Resources  
Debbie LeBel, Director of Access  
Mairead Barry, Director of Strategy  
Alison Lucio, Executive Assistant  
Roshanak Sadegh-Zadeh, Manager of Human Resources

**Regrets:** Brad Munro  
Janet Newton  
Lisa Blackburn

**1.0 Call to Order / Approval of Agenda**

Tara Gault called the meeting to order.

*Moved by Lorraine Glendenning and seconded by Leah Hamilton that the agenda be approved as circulated.  
Motion approved.*

**2.0 Minutes of October 26, 2017**

*Moved by Cindy O'Driscoll and seconded by Sam Austin that the Minutes of October 26, 2017 be approved as circulated.  
Motion approved.*

### **3.0 Chair's Opening Remarks**

Tara Gault welcomed the board members to the meeting. Ms. Gault thanked board members for completing the meeting feedback/evaluation form. The feedback from the previous meeting was perhaps somewhat rushed as the Giller Event, Between the Pages, was held the same evening. The feedback was acknowledged.

### **Motion to Move In-Camera**

*Leah Hamilton put forth a motion to move into an in-camera session for agenda items 4.0 Education Session & 5.0 Personnel Update. This motion was seconded by Lorraine Glendenning.*

*Motion approved.*

### **6.0 Chief Librarian & CEO Report**

Åsa Kachan spoke to the report that was circulated with the Board package. Highlights included:

- The Strategic Workforce Plan continues to move along. The first team will soon be ready to present their work and begin to overlap with the second team.
- Åsa is participating on the Library Services Review for the province. The initial work is positive and based on community outcomes with an effort to align with other provincial strategies.

*Stephanie Clark put forth a motion to accept the report from Chief Librarian & CEO. This motion was seconded by Paul Bennet.*

*Motion approved.*

### **7.0 Board Committee Reports**

#### **7.1 Board Executive**

Tara Gault, Chair of the Executive Committee, reported that the Executive Committee reported that they met to review to board meeting agenda and received an update on the work of the Strategic Workforce Plan.

#### **7.2 Finance & Audit**

Leah Hamilton, Chair of the Finance & Audit Committee spoke to the Committee report that was circulated in the Board package.

The Committee met to review the year to date finances. The Library is tracking on budget, and vacancy management is being closely monitored. The Committee reviewed the Restricted Funds account, and will review this account quarterly.

Leah spoke to the Committee workplan that was included in the Board package. This workplan will guide the Committee's work for 2018.

*Leah Hamilton put forth the motion that the Halifax Regional Library Board approve the use of the annual workplan for the Finance & Audit Committee as circulated, recognizing that the workplan may require adjustments throughout the course of the year. This motion was seconded by Stephanie Clark.  
Motion approved.*

### **7.3 Governance Committee**

Tara Gault, Chair of the Governance Committee, spoke to the written report that was included in the Board package.

#### **7.3.1 Workplan**

*Tara Gault put forth a motion that the Halifax Regional Library Board approve the use of the annual workplan for the Governance Committee as discussed, recognizing that the workplan may require adjustment throughout the year. This motion was seconded by Leah Hamilton.  
Motion approved.*

#### **7.3.2 Working Group**

Tara Gault spoke to the Board regarding current challenges of the Committee. The Committee has been having difficulty meeting quorum. In addition, some board members who are not members of the Committee have expressed interest in assisting the Committee with its work. As the Committee works by consensus, and all work and recommendations from the Committee will require full board discussion and approval, the Committee requested that the Governance Committee be renamed as a Working Group. If any board members have interest in participating on the Working Group, they are encouraged to speak to Tara Gault.

*Tara Gault put forth a motion that the Halifax Regional Library Board approve the change of the Governance Committee to a non-voting Working Group. This motion was seconded by Cindy O'Driscoll.  
Motion Approved.*

#### **7.3.3 Draft Bylaws**

The Board discussed the draft Bylaws that were included in the meeting package. Åsa Kachan spoke to the in-depth work completed by the Governance Committee, and the process taken to date to prepare the draft Bylaws. The draft bylaws are now at a point where it would be useful to have an external review

completed. The external review would provide feedback on the work completed to date and results would come to the full board for further consideration and review.

*Sam Austin put forth a motion that The Halifax Regional Library Board approve the review of the draft bylaws by an external consultant. Feedback will be provided to the Governance Committee. The bylaws will then return to the full Board for final review and approval. This motion was seconded by Leah Hamilton. Motion approved.*

#### **7.4 Province Wide Recommendations - LBANS**

Paul Bennett requested that all recommendations of the task force should be adopted. Tara Gault, Chair of the Board, explained that it was not the understanding of the Board Executive that the recommendations required approval; it was the understanding that the LBANS recommendations were for discussion. It would not be the responsibility of the Library Board to approve recommendations from LBANS. After discussion, it was recommended that the LBANS recommendations will be discussed by the Board Executive.

*Leah Hamilton put forth a motion that the LBANS recommendations be deferred and discussed by the Board Executive. This motion was seconded by Paul Bennett. Motion approved.*

#### **8.0 Other Business**

No further business was put forth for discussion.

#### **9.0 Adjournment**

*Leah Hamilton put forth a motion to adjourn the meeting. This motion was seconded by Cindy O'Driscoll. Motion approved.*