



**Halifax Regional Library Board
Meeting Minutes
Boardroom - Halifax Central Library
Thursday, January 25, 4:00-6:20pm**

Present: Tara Gault, Chair
Lorraine Glendenning, Vice-Chair
Leah Hamilton
Paul Bennett
Cindy O'Driscoll
Sam Austin
Brad Munro
LeQuita Porter
Janet Newton
Lisa Blackburn

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

Regrets: Stephanie Clark

1.0 Call to Order / Approval of Agenda

Tara Gault called the meeting to order.

Moved by Lorraine Glendenning and seconded by Brad Munro that the agenda be approved as circulated.

Motion approved.

2.0 Minutes of December 1, 2017

Moved by Lorraine Glendenning and seconded by Janet Newton that the minutes of December 1, 2017 be approved as circulated.

Motion approved.

3.0 Chair's Opening Remarks

On behalf of the Halifax Regional Library Board, Tara Gault welcomed new Board member, Reverend LeQuita Porter to the Board.

Ms. Gault circulated the meeting evaluation comment cards and encouraged every Board member to provide feedback. Comments from the previous meeting included a request to allow increased time to agenda items to allow for further conversation. The Chair acknowledged this suggestion and the Executive Committee will be mindful when finalizing meeting agendas. The Chair reminded the Board that this meeting will need to conclude by 6:20pm to allow everyone to attend the opening of African Heritage Month at the Halifax North branch.

Motion to move In-Camera

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

Motion approved.

4.0 Education Session – Bylaws Overview with Maureen Reid

5.0 Personnel Update

Return to Regular Meeting

6.0 Chief Librarian & CEO Report

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

- Renovations have been completed and the re-opening of the Musquodoboit Harbour branch is scheduled for this Saturday. The redesigned space is modern and beautiful. The branch will be opened for 18 additional hours per week; the community is incredibly excited. Board members are encouraged to contact Alison Lucio if they are interested in carpooling to the re-opening event.
- To coincide with the re-opening, all branches of HPL will be holding a fine-free event; all branches are clearing fines from overdue items for a two-week period beginning January 27. All branches will also offering free replacements for lost library cards.
- Åsa Kachan is participating on the provincial Core Services Review. This is a provincial committee that is exploring possible frameworks for public libraries in the province. The committee is functioning well. Åsa will continue to provide updates on this initiative to the Board.
- The 'Taste Like Home' initiative is set to conclude. Taste Like Home was funded through a Canada 150 Grant, and was hugely successful throughout the branches. The Taste Like Home programming concentrated around food literacy – reading and following recipes and preparing nutritious meals. At the latest

Budget Committee meeting of Regional Council, Board member and Councillor Lisa Blackburn put forward a request for additional funding of \$50,000 from the municipality to continue this work. We will find out within the next few weeks if the request was successful.

- Work on the new website is well underway. Mairead Barry, Director of Strategy provided the Board with a preview of the new site. HPL's social media presence has been growing and now social media will be integrated with the new site. Users will notice that interface and functionality will be greatly improved.

7.1 Board Committee Reports

7.1 Board Executive

Leah Hamilton, who Chaired the February Board Executive meeting, reported that the Committee discussed various current issues, including the upcoming fine amnesty. The Library is excited to announce an upcoming initiative, further details will be shared once details have been finalized. With a number of upcoming capital renovations and major projects, the Board Executive spoke to the need for the Board to have an update to provide the full Board with a fairly comprehensive overview. Management will provide a presentation to the full board at the March 1 meeting.

7.2 Finance & Audit Committee

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. Ms. Hamilton spoke to the challenge of meeting the vacancy management target. The Library is currently tracking slightly above target, with a forecasted overage of within 1% of budget target. This number will fluctuate as the organization nears fiscal end.

The Committee approved a compliance report schedule for the year, Human Resource and various financial compliance reports will be presented throughout the year to the Committee. The Committee will update the full Board as this work moves forward.

7.3 Governance Working Group

Tara Gault, Chair of the Governance Committee, spoke to the recent meeting of the Governance Committee Working Group. Now that a strong set of draft bylaws have been prepared and are being reviewed by third party, Maureen Reid, the working group is beginning to look at Committee structure of the Board. Conversations regarding best practices of Boards with respect to Risk Management and Policy Development were discussed. The Working Group will continue to work on this, and will bring recommendations to the full Board at a future meeting.

7.4 LBANS

Tara Gault spoke to the need for the Halifax Regional Library Board to have an LBANS representative.

*Brad Munro put forth a motion to nominate Janet Newton as the LBANS representative. This motion was seconded by Cindy O’Driscoll. Janet Newton accepted the nomination. No further nominations were put forth.
Motion approved.*

LBANS will holding a meeting this coming Saturday, and Janet will try to attend.

8.0 Other Business

In honour of the 150th Anniversary of Confederation, the Nova Scotia Library Association and Nova Scotia’s nine regional library systems created *Libraries 150*, a province-wide library project to promote reader engagement in the celebration of Nova Scotia’s writers and citizens, ideas and attitudes, culture and environment, stories and treasures.

The cornerstone of *Libraries 150* is the *150 Books of Influence*, a compilation of 150 books that Nova Scotians feel have somehow influenced or defined them. The titles on the list will be those books that have captured Nova Scotians’ hearts and minds; books that tell Nova Scotia’s stories and inspire its citizens. Cynthia Gatto served on the Project Working Committee.

All Board members were provided with a copy of 150 Books of Influence from Reading Nova Scotia.

9.0 Adjournment

*Leah Hamilton put forth a motion to adjourn the meeting. This motion was seconded by Brad Munro.
Motion approved.*