



**Halifax Regional Library Board  
Meeting Minutes  
Boardroom - Halifax Central Library  
Thursday, October 26, 4:30-6:00pm**

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

**Staff:** Åsa Kachan, CEO & Chief Librarian  
Terry Gallagher  
Kathleen Peverill  
Cathy Maddigan  
Debbie LeBel  
Mairead Barry  
Alison Lucio

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

Tara Gault called the meeting to order.

*Moved by Paul Bennett and seconded by Lisa Blackburn that the Agenda be approved as circulated.*

*Motion approved.*

**2.0 Minutes of September 14, 2017**

*Moved by Brad Munro and seconded by Lorraine Glendenning that the Minutes of May 25, 2017 be approved as circulated.*

*Motion approved with the edit that Janet Newton sent regrets for the meeting.*

### **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 to date has been very useful and has provided excellent suggestions for education sessions for future meetings.

### **4.0 Education Session – Youth Services – Karen Dahl, Jessica Prince, Donna Nicholson, Teens Emma & Lola**

Karen Dahl, Manager of Program Development; Jessica Prince, Teen Services Librarian, and Donna Nicholson, Teen Services, provided an informative overview of Teen Services at Halifax Public Libraries, with a focus on Teen Services at Central Library. Highlights included:

- Halifax Public Libraries has made teen services a focus and priority
- Investing in youth results in great impact, as it provides opportunities for engagement at times of transition in teen's lives.
- There are very few free civic spaces that teens can access, and the library plays a pivotal role in this area.
- The Teen Advisory Council provides an introduction to leadership. Teens on the Council come from various socio-economic and educational backgrounds – allowing the Council to provide a diverse perspective.
- It is important to provide appropriate, comfortable space, or teens won't use it.
- There has been a shift in library culture with regards to teens. Libraries are no longer the places teens must be quiet and study (although this still happens!). When any concerns regarding noise are brought up, it provides an opportunity to reframe the conversation and highlight the great work that is being done with teen programming.
- Youth become more engaged the more they see their voice is heard and valued. The library provides a safe space for this growth; this is important for their social development.
- Teens build friendships with other teens, as well as the teen librarians. Trust is built, and often times there are serious conversations/events that this network can help navigate.
- Teens have helped create and build exceptional events and programming, including the Yule Ball and MiniCon.
- The Library is a place that teens can see themselves reflected through displays, events, and programs.

#### **Teen Volunteering**

Volunteering helps teens grow socially, help them gain skills for the workplace, and allows them to be an engaged citizen. Currently there are 166 teen volunteers. Emma and Lola, two youth volunteers at Central Library spoke to the Board about their experience as a youth volunteer. Emma spoke about how she was homeschooled and

through her volunteering at the Library, grew her leadership skills, greatly expanded her friend circle, and became more engaged in her community. The volunteer program provided extraordinary opportunities to grow, learn, and gain confidence. Lola spoke about her experience on the Teen Advisory Council and the immense positive influence of the library in her life.

The Board thanked everyone for the presentation.

## **5.0 Strategic Plan Update**

### **5.1.1 Oversight – Performance Measurement Report Template**

Mairead Barry, Director of Strategy provided an overview of the Performance Measurement Report Template that was included in the board package. Feedback from the Board and Board Executive has been incorporated. There will be an archive log to keep past reports. Anything deferred or placed on hold will automatically move into the risk section.

Tara Gault thanked Mairead Barry for her work on the template.

*Moved by Lorraine Glendenning and seconded by Lisa Blackburn that the Halifax Regional Library Board approve the use of the performance measurement report template for the purposes of updating the Board on the progress of the 2017-2021 Strategic Plan.*

*Motion approved.*

### **5.1.2 SWP Update**

Åsa Kachan informed the Board that the first phase of the Strategic Workforce Plan is underway. Janice Fiander is chairing the first workgroup for this project. The Board will continue to be provided with updates as the project moves forward.

## **6.0 CEO & Librarians Report**

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

- CORL meetings were held earlier in the week. The group discussed the Culture Action Plan the province released. It would be beneficial to be able to access some of those funds that have been allocated to the Plan.
- Met with Jerry Blackwood, Acting CFO for HRM.
- Scheduled to bring a presentation regarding the Facilities Master Plan to Council on Nov 14.
- Met with Canada Council regarding a presentation regarding public spaces that support culture.

- On track to launch new website in the spring. The catalogue piece is currently in testing, and the team is building out content migration.
- Outdoor signage for Central is scheduled for spring 2018. Updated drawings were received this week.

## **7.0 Board Committee Reports**

### **7.1 Board Executive**

Workplans – idea that all committee workplans will come to the board for approval. Problems getting quorum for governance committee, and Finance & Audit is also coming. We had approved the use of the templates. This will be the first year that we will start using them. Good to think about the work that happens throughout the year, and how we capture that. Gives a great year snapshot. Meant to be flexible. Will be sent out with each meeting package. Governance Committee is looking at the Committee structure, so these may change next year.

Motion: (with addition of bit about at the discretion of the Chair and in consultation with the Committee Chair.

Paul/Brad

Motion approved.

### **7.2 Finance & Audit**

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

#### **7.2.1 Restricted Fund Policy**

On behalf of the Finance & Audit Committee, Leah Hamilton brought forward this policy to the Board. This policy allows the Board to have oversight on the spending of Restricted Funds. The policy focuses on utilizing funds strategically and making purchases that will result in large impact, versus using funds for some “yet to defined” item, or mobilizing the funds to defray operating costs.

*Moved by Leah Hamilton and seconded by Janet Newton that the Halifax Regional Library Board approve the Restricted Fund Policy and its immediate implementation.*

*Motion approved.*

**At this time the Board elected to move in camera.**

*Moved by Tara Gault and seconded by Brad Munro to move into a private, in-camera session for the purposes of discussing a Restricted Fund Request.*

*Motion approved.*

*Moved by Leah Hamilton and seconded by Brad Munro to exit the in-camera session and move back into regular meeting proceedings.  
Motion approved.*

**7.3 Governance Committee**

Tara Gault, Chair of the Governance Committee reported to the Board that the Committee did not meet between Board meetings. Janet Newton has agreed to join the Governance Committee, and Cincy O'Driscoll will attend meetings to provide input.

**7.4 LBANS Update**

This agenda item was deferred until the next meeting scheduled for December 1, 2017.

**8.0 Motion to Move In-Camera**

No in-camera session was held at this time.

**9.0 Other Business**

No further business was put forth for discussion.

**10.0 Adjournment**

The meeting was adjourned.