



Halifax Public
Libraries

Halifax Regional Library Board

Meeting Minutes

April 18, 2019

Halifax Central Library, 3rd Floor Boardroom

4:30-6:30pm

Present

Tara Gault, Board Chair
Cindy O'Driscoll, Board Vice-Chair
Alfred Burgesson
Sharon Costey
Leah Hamilton
Lisa Blackburn
Kim Brooks
Marika Warren

Regrets

Tim Outhit
Brad Munro

Staff

Åsa Kachan, Chief Librarian and CEO
Debbie LeBel, Director of Access
Kathleen Peverill, Director of Public Service
Cathy Maddigan, Director of Human Resources
Terry Gallagher, Director of Finance & Facilities
Alison Lucio, Executive Assistant & Board Coordinator

1.0 Call to Order/Approval of Agenda

Tara Gault called the meeting to order. Lisa Blackburn put forth a motion to approve the agenda as circulated. This motion was seconded by Cindy O'Driscoll.
Motion approved.

2.0 Minutes of March 7, 2019

Marika Warren put forth a motion to approve the minutes of March 7, 2019 as circulated. This motion was seconded by Alfred Burgesson.
Motion approved.

3.0 Chair's Welcome

Board Chair Tara Gault welcomed everyone to the meeting. Ms. Gault introduced everyone to board member Sharon Costey, who has been appointed to fill the recent vacancy made when LeQuita Porter stepped down from the board.

Ms. Gault spoke to the recent orientation that occurred. The newly appointed board members (Kim Brooks, Sharon Costey, Alfred Burgesson and Marika Warren) attended an all-day session with Tara Gault, Cindy O'Driscoll, Åsa Kachan, and Alison Lucio.

4.0 Business Arising

4.1 Library Funding

Åsa Kachan provided an update to the Board regarding the anticipated change of the provincial funding for libraries in Nova Scotia. The funding change is expected to provide an additional \$370,000 to HPL's provincial grant. The province will provide one year's notice to the municipalities.

HRM budget was approved on Tuesday, March 5. The associated capital projects on that list were approved at that time as well.

Tara Gault thanked Åsa Kachan for this positive news.

5.0 Chief Librarian and CEO Report

Åsa Kachan spoke to the branch highlights that were included in the meeting package. Åsa thanked everyone who gave their time for the orientation last week. Ms. Kachan also thanked those who travelled to Musquodoboit and Sheet Harbour as part of the 'tour' that was arranged to visit these branches. Ms. Kachan informed the board that these types of tours and visits will continue to be offered as it is important for board members to see the space and meet the people that make our libraries special. The board suggested next visits could be to Captain William Spry and JD Shatford.

Highlights from the report included:

- The Alderney Gate pedway will have wifi provided by HPL. Ms. Kachan thanked all of the staff that helped make this improvement happen.
- The café at Keshen Goodman will not be renewed with the former café provider. The lease has ended and the Library will be taking this opportunity to make some changes to the café space and re-think how best to provide this service to the branch. The Library will be putting out an EOI for a social enterprise to provide café service.
- Åsa Kachan spoke to the board regarding an incident at Central Library that occurred last week; she will be meeting with the police to discuss the response. The Library will continue to work closely with police to ensure the right response for public safety.
- Åsa Kachan and Terry Gallagher met with a NSCAD student who completed a project on the positive community consultation that was done.

- Central Library was recognized with award of merit BOMA. BOMA BEST Sustainable Buildings certification recognizes excellence in energy and environmental management and performance in commercial real estate. The Program is managed by the Building Owners and Managers Association of Canada (BOMA Canada) and delivered by the eleven Local BOMA Associations throughout Canada. Sharon Haley-Mancini and her team provided a lot of information to build the successful application.
- The 2019 PLL cohort (Public Library Leaders) will be visiting Halifax as one of this year's site visits. Åsa Kachan will be teaching a finance module to group. In addition, participants will be visiting a number of branches to see and discuss various successes and challenges.
- The draft Enterprise Risk Management document has been circulated to all members of the board. The Executive Committee will discuss this further and report to the board at a later meeting.

6.0 Board Committee Reports

6.1 Board Executive Committee

Tara Gault provided an update on from the Executive Committee. The agenda for the board meeting was discussed at the most recent meeting, and a financial update was provided to the Committee. The Committee also discussed how the upcoming policy work of the Policy & Planning Committee.

6.2 Board Planning & Performance Committee

Cindy O'Driscoll reported that the Planning & Performance Committee met on April 8 and discussed the policy review and the draft Terms of Reference for the Committee.

Cindy O'Driscoll put forth the following motion:

THAT the draft Tor for the Planning & P Committee be approved with the following friendly amendments to the document circulated as part of the board package:

- **(a) Ensure governance policies are in place and are regularly reviewed.**
- **(b) Ensure governance bylaws are in places and are regularly reviewed.**

These Terms of Reference will be reviewed annually.

This motion was seconded by Leah Hamilton.

Motion approved.

6.3 Finance & Audit Committee

Leah Hamilton provided an update to the Committee regarding the most recent meeting of the Finance & Audit Committee; a summary report of the meeting was provided in the Board package. As the organization approaches year-end, financials are tracking on budget and the organization is expecting to end the year with a small surplus. On behalf

of the Committee, Ms. Hamilton commended management's diligence this year with managing the finances of the Library.

6.4 LBANS Update

The minutes of the most recent LBANS meeting were provided in the board package for information. There were no questions regarding the material.

7.0 New Business

No new business was brought forward.

8.0 Other Business

No other business was brought forward.

9.0 Motion to move in-camera

Cindy O'Driscoll put forth a motion for the Board meeting to move into an in-camera session to discuss the following agenda items:

- 9.1 SWP Update
- 9.2 NSUPE Collective Agreement Negotiations
- 9.3 Eastern Shore Lifestyles Centre

This motion was seconded by Alfred Burgesson.

Motion approved.

Marika Warren put forth a motion for the Board meeting to move out of the in-camera session. This motion was seconded by Cindy O'Driscoll.

Motion approved.

10.0 Adjournment

With no further agenda items, Tara Gault adjourned the meeting.