



Halifax Regional Library Board

Meeting Minutes

WOODLAWN LIBRARY

31 Eisener Blvd, Dartmouth

Thursday, March 5, 2020 – 5:00-7:15pm

Present:

Cindy O'Driscoll
Kim Brooks
Marika Warren
Sharon Costey
Alfred Burgesson
Lisa MacKay

Regrets:

Lisa Blackburn
Tim Outhit

Staff:

Åsa Kachan
Mairead Barry
Debbie LeBel
Sara Gillis
Alison Lucio

Dave MacNeil and Maureen Collier – provided tour and discussion of Woodlawn branch and the Collections Department.

1.0 Call to Order / Approval of Agenda

Cindy O'Driscoll called the meeting to order.

Cindy welcomed the Board's recently appointed member, Linda MacKay.

Kim Brooks put forth a motion to approve the agenda. This motion was seconded by Marika Warren.

Motion approved.

2.0 Approval of Minutes of January 23, 2020

Section 3 duplication (take out)

Marika put forth a motion to approve the minutes of January 23, 2020 with the edit to remove the duplicated section of text in section 3. This motion was seconded by Sharon Costey.

Motion approved.

3.0 Chair's Report

Cindy O'Driscoll provided an update to the Board. The Chair confirmed that the e-book advocacy letter from the Board has been sent to the Mayor. The Board Orientation will be scheduled; anyone can participate. The Board Manual is progressing, and this will eventually come to the full Board for approval, along with a Code of Conduct and Conflict of Interest Form.

Cindy reported that the Executive Committee discussed making some changes to the Committee to ensure that it is serving the function it should. The Executive Committee will be moving forward with a focus on Board management and human resources related matters with respect to the CEO position. This recommended shift will result in increased transparency to the Board, as less will be dealt with at the Executive Committee level.

Marika Warren put forward the following motion:

THAT the Halifax Regional Library Board accept the Terms of Reference and associated Workplan for the Executive Committee as presented.

This motion was seconded by Kim Brooks.

Motion approved.

Cindy reminded the Board that at the Annual Meeting the Board bestows three awards. The A Board Awards Committee is struck each year; this group reviews submissions and makes a recommendation to the full Board. Lisa Blackburn has agreed to Chair this Committee again this year. Board members interested in serving on the Committee were asked to reach out to either Cindy, Åsa, or Alison.

4.0 Woodlawn Discussion

The Board discussed the earlier tour of the Collection and branch facilities. The Board discussed the potential efficiencies if departments and services such as Collections, Delivery, IT, Borrow By Mail, and Home Delivery were co-located in one facility. Åsa Kachan spoke to the Green Belt projects that have focused on efficiencies and opportunities that exist within the Delivery and distribution of Library materials. If the infrastructure was adjusted, it would allow for proper delivery bays and related infrastructure that is not currently possible.

The Board discussed with Management how the footprint of the Woodlawn branch could be adjusted and improved with the potential relocation of the back-office space.

Åsa Kachan reported that currently the Library is exploring the proposed renovation of Halifax North; the relocation of IT, which is currently housed in the basement of Halifax North, would need to be vacated through the renovations and would be the optimal time to look at a permanent home for IT.

Management will continue to explore potential solutions and spaces. March 1, 2022 is the current point when Halifax North would need be vacated for renovations, making Fall 2021 good timing for the potential move.

The Board agreed that there is lots of potential, and thanked staff for their continued dedication in being innovative and working to find the best solutions for the community.

5.0 Business Arising

5.1 Chief Librarian and CEO Report

Åsa Kachan reported that the organization is coming towards the end of another successful African Heritage Month. Åsa spoke to the generous funding provided by TD, along with the continued staff dedication in keeping content fresh and successful every year. In the five years of TD funding, our participation rates for all events have increased. Åsa thanked Mairead Barry for her efforts in helping to develop the necessary relationships within the community to help make African Heritage Month successful.

Åsa spoke to the Board regarding the increased focus on staff education within the organization. This month the Library sent nine people to PLA (Public Library Association) Conference; feedback has been exceptional. Terry Gallagher and Amanda Fullerton will soon be travelling to Europe for the CULC-Library Study Tour. This group from across Canada will look at library design, function and technology; the tour includes the new Helsinki library. This is a great opportunity with opportune timing with the lineup of renovations slated to happen over the next few years.

Åsa shared that Management spent the day meeting with staff across the system in Town Halls regarding the Strategic Workforce Plan (SWP). The Job-evaluation team completed their process, and yesterday afternoon management met with Union executive to provide an overview of the staffing levels. Today all staff had the opportunity to attend information sessions which were held at a variety of different locations. These information sessions provided an overview of the work and identified the five core positions. The next steps in the process will be exploring allocation of the positions, and then the transition process will be mapped. Åsa thanked the Transition Team for their work and reiterated the collaborative approach of having the Transition Team composed of union and non-union employees.

Operating Budget

Åsa reminded the Board that members of the Management team presented the Library's Operating Budget to Council, and the Library budget was unanimously approved. In addition, the additional requested funds of \$2M for Keshen Goodman capital renovation, \$50,000 for Reduction of Social Isolation, and \$250,000 renewable annually in additional collection funds were approved. The Board was appreciative as these are three identified areas that will assist in helping address the community need and demand for services.

The provincial budget was received last week. There is a new provincial model for library funding; this has been discussed earlier. It is anticipated that most of the increased money received will be allocated to the collection.

5.2 Room Booking Policy

Åsa Kachan spoke to the revised Room Booking Policy that was included in the meeting package; all suggested edits are outlined in the document. In addition to this amended policy, the Library

plans to have public discussions on Intellectual Freedom in general and is exploring potential guest speakers.

Kim Brooks put forth the following motion:

THAT the Halifax Regional Library Board approved the Room Booking Policy as circulated.

This motion was seconded by Marika Warren.

Motion approved.

6.0 Board Committee Reports

6.1 Board Planning & Performance

Kim Brooks spoke to the Strategic Plan Outcome updates that were included in the package. Kim reported that the Committee did not identify any issues or concerns with the update. The Committee and Management have flagged that the Strategic Plan is nearing its end.

The Committee continues its work with the Board Manual, and this work may take 2-3 meetings to be ready to come to the Board for review and discussion.

Strategic Planning & Risk will be the focus for the upcoming Board Retreat.

6.2 Finance & Audit Committee

Marika Warren reported that the Finance & Audit Committee met to review the year-end forecast. The Committee reported that there are no identified areas of concern and any small surplus will be re-allocated to the Collection. Marika spoke to the Committee's request to have an increased funds allocation narrative as part of the Annual Report; it is anticipated this would appear opposite the reported financials.

Marika Warren spoke to the amended Terms of Reference that were included in the meeting package. The additional responsibility of Risk Oversight has been added to the Committee's Terms of Reference.

Marika Warren put forth the following motion:

THAT the Halifax Regional Library Board approve the Finance & Audit Committee Terms of Reference as circulated.

This motion was seconded by Linda MacKay.

Motion approved.

6.3 LBANS

Cindy O'Driscoll informed the Board the Provincial Library was informed in advance regarding the decision to inform LBANS of our adjusted relationship. The letter has been sent to LBANS leadership.

7.0 Motion to Move in-camera

Marika Warren put forth the motion for the Board to move to an in-camera session to discuss:

7.1 CEO Succession

7.2 Lease Updates

This motion was seconded by Kim Brooks.

Motion approved.

Marika/Kim

8.0 Adjournment

Marika Warren put forth a motion to adjourn; this motion was seconded by Alfred Burgesson.

The meeting was adjourned.