



**Halifax Regional Library Board  
Meeting Minutes  
Zoom  
January 27, 2022**

**Board Members in Attendance**

Kim Brooks, Chair  
Marika Warren, Vice-Chair  
Emily Miller  
Heather Rose  
Linda MacKay  
Tony Mancini

**Regrets**

Cindy O'Driscoll  
Alfred Burgesson

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

Kim Brooks called the meeting to order. The Board and members of Management present introduced themselves to recently appointed Board member Councillor Kathryn Morse.

Linda MacKay put forward a motion to approve the agenda as circulated.  
This motion was seconded by Heather Rose.

**Motion approved.**

Emily Miller put forward a motion to approve the minutes of December 2021 as circulated.

This motion was seconded by Marika Warren.

**Motion approved.**

**2.0 Chair's Report**

Kim Brooks spoke to a meeting that she and Vice-Chair held with the Executive Director, Legal Services, John Traves.

**3.0 Chief Librarian & CEO Report**

Åsa Kachan provided an overview to the Board regarding a number of current issues at the Library. Highlights included:

- Working through COVID-19 continues to be a required focus
- To date, there has been no evidence of any workplace outbreaks or spread
- The work of Lori MacNeil, OH&S Manager has certainly helped support the organization through the pandemic
- Staff are incredibly respectful in following safe work practices
- The Library has hosted drop-in vaccine clinics, hosted pop-up testing sites in addition to being a primary site for rapid-test distribution for non-symptomatic community members
- The Library has partnered with Public Health to be a location for pulse-oximeter drop off.
- African Heritage Month opens today, with the launch happening tonight (virtually). Once again the Library will have excellent offerings for the month – and beyond.

Mairead Barry provided an update on the Strategic Workforce Plan. All interviews have been completed and staff are beginning to migrate to new locations and positions.

#### **4.0 Board Committee Reports**

##### **4.1 Board Executive Committee**

The Board Executive Committee did not meet between meetings of the Board.

##### **4.2 Finance, Audit & Risk Committee**

Shannon Robilliard, Manager of Finance spoke to the financials that were included in the meeting package. Forecasting continues to show a balanced budget. Collections will continue to be expanded out from within the line item.

##### **2022-23 Budget**

Åsa Kachan is scheduled to present the Library's 2022-23 budget on Wednesday, March 2. The Library provides free, equitable, and incredibly valuable service to our community. The pandemic has exacerbated the divide within our community, and the Library will continue to support the community through COVID recovery.

The Library received a 1.8% decrease from the municipality for the 2022-23 budget year; this represents approximately \$450,000. Åsa shared that this decrease is not surprising, as the municipality is facing some financial challenges in other service areas, including taking over responsibility for a network of roads from the Province, responding to the service demands related to a significant increase in housing and commercial development, and building the necessary team to meet the municipality's climate target. While this is a small decrease to the budget, the Library has a track record of successfully seeking additional funding from a variety of sources at all levels of government and private foundations to support our work.

Åsa shared that she will have an opportunity to request additional funding beyond the core budget. Any items that Councillors are interested in considering will become part of

a “balance list” of items from all municipal service units, which will be reviewed and voted. The Library is proposing a total of \$850,000 in additional items for Council to consider. These requests include: an additional \$300,000 for collections, specifically to help mitigate the costs of e-books and audiobooks; \$250,000 in additional program funding to bring our community together and support covid-recovery, and \$300,000 to further extend services to rural communities (including the potential for increasing homebound services, adding rural branch hours, and library kiosk and public Wi-Fi in additional locations).

#### **4.3 Planning & Performance**

Marika Warren provided an update to the Board. The Planning & Performance Committee met and discussed SPOs and the Skills matrix. The results of the Skills matrix were included in the meeting package. Marika shared that the Committee continues to work on governance policies; these will come to the Board for review.

Marika Warren shared that the Planning & Performance Committee will also be exploring how to ensure and maintain positive stakeholder relationships.

#### **4.4 In camera**

Linda MacKay put forward a motion to move in camera. This motion was seconded by Heather Rose.

**Motion approved.**

**The meeting was adjourned.**