



**Halifax Regional Library Board
Meeting Minutes
Zoom
March 10 , 2022**

Board Members in Attendance

Kim Brooks, Chair
Marika Warren, Vice-Chair
Cindy O’Driscoll
Emily Miller
Heather Rose
Linda MacKay
Tony Mancini
Kathryn Morse

Regrets

Alfred Burgesson

1.0 Call to Order / Approval of Agenda

Kim Brooks called the meeting to order.

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

Motion approved.

Heather Rose put forward a motion to approve the minutes of December 2021 as circulated.

This motion was seconded by Emily Miller.

Motion approved.

2.0 Chair’s Report

Kim Brooks spoke to the municipal Board appointment process underway. As she and Vice-Chair Marika Warren are up for re-appointment, Linda MacKay is representing the Library on the Interview Panel.

Kim Brooks welcomed the union observer, Rachel Lebowitz, to the Zoom meeting.

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:

- People & their energy are returning back to the Library space and gate counts are consistently increasing
- Phase 2 of the province's re-opening plan started March 7. The Library returned to full capacity in the space, with social distancing remaining. March 25 will see more changes to the space with no physical distancing required. This will mean a return of some equipment and people will be able to gather in meeting rooms, etc. When masks are no longer required, we will be able to have food and drink return. The current decision is that staff will continue to remain masked until at least end of April.
- Vaccine requirement was lifted today for provincial employees. The Library will be following suit with a similar announcement.
- Covid sick days (10) will continue for staff until at least end of April
- People have various levels of comfort, but Staff were relieved for staff to keep the masks in place for the time being.
- We have been monitoring and staff cases are declining – the situation is improving.
- We are nearing the end of Strategic Workforce Plan implementation with staff moving to new locations and positions. We will be compiling some data and illustrate these changes to the Board.
- Incredible thanks for the herculean effort by the payroll team of Todd Murchison, Yashika Sally and Noha Elshamy who worked to calculate and incorporate all of the new information correctly into the system.
Strategic Workforce Plan
- LEAD Bootcamp was held and was very successful. These sessions built individual competence and competence as a cohort, setting the group up to have a more intensive orientation going forward.

4.0 Board Committee Reports

4.1 Board Executive

The Executive Committee met virtually to recommend Kathryn Morse's membership to join the Finance, Audit & Risk Committee.

Kim Brooks put forward the following motion:

THAT the Halifax Regional Library Board name Kathryn Morse to the Finance & Executive Committee of the Halifax Regional Board.

This motion was seconded by Marika Warren.

Motion approved.

4.2 Financial Update

Åsa Kachan and Shannon Robilliard, Manager of Finance, provided an update on the budget process with the municipality as well as an update on the current financials.

Highlights included:

- Library is on track to be on balance for year-end.
- The budget was presented this past week to Council.
- As a Library, we've done our reallocation from largely within our envelope and any new positions have been funded through our existing envelope, not additional requested funds. This past few years have highlighted that the Library has accomplished much from within our envelope.
- Briefing notes are being prepared for the over-budget requests.

Board member Heather Rose asked about a purchasing program/conglomerate. Libraries have gathered together to leverage the publishers and have the same agreements as all libraries globally. The publishers set the cost of e-books and audio books – which have an increased cost.

The Board thanked Management for the comprehensive update. All further updates will be shared with the Board as the Library moves through the budget process.

4.3 Planning & Performance Committee

Committee Chair Marika Warren provided an update to the Board. The Committee met and continued discussion and review of the governance policies. The Planning & Performance Committee also reviewed the Strategic Plan Outcomes (SPO) framework. Updated SPOs will be reviewed at the next Committee meeting and will come to the full Board.

5.0 Adjournment

With no further business, the meeting was adjourned.