



**Halifax Regional Library Board
Meeting Minutes
Zoom
September 16, 2021**

In Attendance:

Kim Brooks (Chair)
Marika Warren (Vice Chair)
Cindy O’Driscoll
Linda MacKay
Heather Rose
Emily Millier
Alfred Burgesson
Councillor Tim Outhit
Councillor Tony Mancini

Regrets:

Serena Cassidy

Staff in Attendance:

Åsa Kachan
Mairead Barry
Sara Gillis
Debbie LeBel
Alison Lucio

1.0 Call to Order

Kim Brooks called the meeting to order and welcomed everyone to the meeting.

Approval of Agenda

Emily Miller put forward a motion to approve the agenda as circulated. Marika Warren seconded this motion.

Motion approved.

Approval of Minutes

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

Motion approved.

2.0 Chair's Report

Kim Brooks provided a short verbal report. As this was her first meeting as Chair, Kim Brooks took some time to speak to the Board, and took some time to thank outgoing Chair Cindy O'Driscoll for her continued support and excellent term as Board Chair.

Kim welcomed all Board members to contact her to discuss anything that is going well, or not well at the meetings. The Board will also continue with the post-meeting evaluations.

Welcome!

3.0 Chief Librarian & CEO Report

Åsa Kachan provided a report to the Board. A written report was circulated; Ms. Kachan pointed out there are already a number of updates from the printed report based on how quickly the proof of vaccination initiative is moving.

Åsa reported that as part of the SWP, the organization is in the beginning steps of indicating position preferences and submitting expressions of interest. In addition, the union has agreed to the Memorandum of Understanding related to how staff will transition into the new roles. Management is incredibly pleased with this development as it will be a much smoother and less disruptive transition for staff and the organization. Mairead Barry provided an update on the Memorandum of Understanding signing process. Next steps of the process will include the assessment interviews, scoring, and then placement.

Åsa informed the Board that the organization is beginning work on the budgeting process and will continue to provide updates to the Board.

Asa Kachan informed the Board that Terry Gallagher will not be returning to the organization. His original plan was to return part-time after the summer break, but he has decided that full retirement is the way he wants to proceed; we are very happy for him. This vacancy does result in a gap in the leadership team, and we are looking at addressing this.

Åsa informed the Board that staff vaccination requirements will be discussed in camera.

The contract for the Central Café has been finalized, and the cabinetry is being completed now. We anticipate early-mid December will be the opening date; we know our community is looking forward to the café re-opening.

The Board discussed the Board Book Club; a discussion will be planned for Caroline Criado-Perez' Invisible Women. The Board agreed that two books per year is good. As the Board continues to read and think about Invisible Women, management will explore lining up something with the author or finding interesting ways to discuss the material.

5.0 Board Committee Reports

5.1 Board Executive

The Board Executive Committee did not meet between Board meetings.

5.2 Finance Audit & Risk

Linda MacKay provided a short update as the Committee is set to meet on September 22nd. The package has been distributed and the Committee is looking forward to their first meeting.

5.3 Planning & Performance

Marika Warren provided an update to the Board. The Committee met on Tuesday of this week and discussed the upcoming Strategic Plan and timing. Current timeline has December/January allocated for public engagement. These themes will be brought back to the Board for review.

The Committee discussed the Board Skills Matrix. This tool is not new, and will assist the Committee in assessing any existing skill strengths and gaps in the Board. The completed matrix will also assist with recruitment of any community members to the Board Committees. Board members will see the matrix distributed to be completed; a 1-page overview will be included.

Marika Warren informed the Board that the Planning & Performance Committee will be sending along policies to the Board as part of the packages to approve as the Committee works through them.

At this time, Cindy O'Driscoll put forward a motion to move in camera for the purposes to discuss:

6.0 Human Resources Update

7.0 Capital Projects Update

This motion was seconded by Tim Outhit.

Motion approved.