



**Halifax Regional Library Board
Meeting Minutes
Zoom (Videoconference)
April 20, 2023**

Present

Kim Brooks
Marika Warren
Emily Miller
Tony Mancini
Kathryn Morse
Chi Harris
Ayo Aladejebi
Heather Rose
Christian Browne

Regrets

Erin Wynn

Staff Present

Åsa Kachan
Mairead Barry
Ashley Lorette
Megan Gainer
Dave MacNeil
Alison Lucio
Cathy Maddigan

Union Representative

Kimberley Scheelar

1.0 Call to Order

Board Chair Kim Brooks called the meeting to order.

Approval of Agenda

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

Motion approved.

Approval of Minutes

Kim Brooks put forward a motion to approve minutes of March 9, 2023. Emily Miller seconded this motion.

Motion approved.

2.0 Chair's Report

Board Chair Kim Brooks welcomed everyone to the meeting and had no formal report.

3.0 CEO's Report

Chief Librarian & CEO Åsa Kachan provided an update to the Board. Highlights included:

- Åsa Kachan reported that she recently met with the area Councillors to provide an overview of Keshen Goodman renovations that are underway.
- Megan Gainer, Director of Facilities, shared with the Board that renovations are moving along although the project is experiencing delays in the phase three of the renovations. This is the phase that will see Keshen Goodman temporarily close the branch and move to very limited service. If the project follows this new timeline, the branch will close beginning in August 2023 for phase three of the renovation.
- Åsa Kachan reported that Service and Program Managers met for a full day to undertake a priority-setting exercise for next year. This is not in place of a Strategic Plan, but themes that emerge will set short term priorities and will help inform the new strategic plan. It was the first time many in this group had been together doing this type of work in person since covid. Next steps will include establishing working groups.
- Åsa Kachan shared that the CORL (Council of Regional Libraries-NS) has been doing some preliminary work to help inform a new provincial funding formula; a topic which the Board will continue to be discussed at board meetings over the coming years. To help address inflationary pressures, the province has provided a one-time 3.2% adjustment to the provincial grant for the coming year.
- Ayo Aladejebi spent a couple of hours with Åsa Kachan as part of his Board Orientation. Åsa shared her appreciation to Ayo for his time and his interesting and thoughtful perspectives.
- Åsa shared that she has started to conduct "Stay Interviews" with current managers and leads, with an eye for succession planning. She shared that these discussions with executive team members have prompted some excellent conversations. These conversations will continue to be ongoing as part of the Library's retention strategy.
- Last week was Volunteer Appreciation Week. There are around 500 volunteers at the moment! It is important to connect with these valuable members of the library community.
- Tech lockers have been implemented in branches. These lockers house iPads and Chromebooks that were purchased with additional funding received. Pre-covid, customers would borrow Chromebooks and iPads from library service desks, which was quite labour intensive as upon return devices needed to be wiped from any personal information. Since the lockers have been available, over 1000 items have been borrows

from them so far. They keep devices fully charged, and when the tech is returned, the device is wiped from any personal information.

(note – original agenda was incorrectly numbered)

6.0 Board Committee Reports

6.1 Board Executive Committee

The Library Board Executive Committee did not meet.

6.2 Finance, Audit & Risk Committee

Committee Chair Heather Rose provided a brief report to the Board. The Committee met on April 4 to review the library financials. The Committee had no concerns with the draft end-of-year financials that were included in the Board meeting package. Any anticipated extra funds will be reallocated to Collections if possible.

The Committee informed the Board that the auditors from KPMG will beginning the Library's annual audit in June.

6.4 Planning & Performance

6.4.1 Board Awards Committee Chair

Marika Warren put forward the following motion:

THAT Erin Wynn be named as Chair of the Board Awards Committee for 2023.

This motion was seconded by Heather Rose.

Motion approved.

6.4.2 Board Awards Call for Committee Members

After Erin Wynn being put forward and approved as Chair of the Committee, Marika Warren put forth the following motion:

THAT Chi Harris and Ayo Aladejebi be named as members of the 2023 Board Awards Committee.

This motion was seconded by Kim Brooks.

Motion approved.

Marika Warren informed the Board that she will be contacting everyone to discuss their preferred Committees going forward, as well as identification of a Vice-Chair if people are interested. Åsa Kachan will be reaching out to Board members as well.

6.4.3 Policy Review

The Board reviewed the three included policies that the Planning & Performance Committee included in the Board package for review and discussion.

Kim Brooks put forward the following motion:

THAT The Halifax Regional Library Board approve the following policies as included in the Board meeting package:

- **Service Awards Policy**
- **Sponsorship Policy**
- **Room Rental Policy**

This motion was seconded by Marika Warren.

Motion approved.

7.0 In Camera

At this time, Marika Warren put forward a motion to move to an in-camera session for the purposes of discussing:

- Branch service
- Staffing update

This motion was seconded by Heather Rose.

Motion approved.