



**Halifax Regional Library Board
Meeting Minutes
Zoom (Videoconference)
March 9, 2023**

Present

Kim Brooks
Marika Warren
Emily Miller
Tony Mancini
Kathryn Morse
Chi Harris
Ayo Aladejebi

Regrets

Christian Browne
Erin Wynn
Heather Rose

Staff Present

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

Union Representative

Shelby MacLean

1.0 Call to Order / Approval of Agenda

Board Chair Kim Brooks called the meeting to order.

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

Motion approved.

Approval of Minutes

Marika put forward a motion to approve the minutes of January 2023 as circulated. This motion was seconded by Emily Miller.

Motion approved.

2.0 Chair's Report

Board Chair Kim Brooks welcomed everyone to the meeting.

The Library Board and Library staff provided introductions and a warm welcome to recent municipal board appointee, Ayo Aladejebi.

Education Session

Dave MacNeil, Manager Collections and Access, provided an education session to the Board regarding the Collections and Access Department of Halifax Public Libraries. Highlights included an introduction to the Collections and Access Department, an overview of circulation use patterns and the issues impacting the library collection from consolidation of publishing to e-format pricing. He shared how the Library's usage is increasing, and the holdings per capita are below the national median. The Library will be working with the CAO on a funding strategy to present to Council to reach the national median.

Dave provided a quick overview of the role of the Library in upholding Intellectual Freedom in alignment with the Canadian Charter of Rights and Freedoms, the Canadian Federations of Library Associations' (CFLA) Statement on Intellectual Freedom and Libraries, the CFLA Code of Ethics, Halifax Public Libraries' Collection Development Policy and Code of Ethics. Members of the Board agreed that it would be beneficial to have a future Education Session focused on Intellectual Freedom.

3.0 Chief Librarian & CEO Report

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

- Åsa Kachan thanked Dave MacNeil for the informative Collection Education Session. She indicated that beyond the information presented, the Collections Department has also completed various Lean Six Sigma training which has resulted in a number of significant process improvements over the past few years.
- Åsa Kachan provided an update on a number of in-process building projects. Renovations to Keshen Goodman will result in a summer closure, and repairs to Dartmouth North due to water damage related to an extreme weather event in February will be somewhat delayed due to delayed materials, however a portion of the branch remains open.
- Activity in the branches has returned, and there are many people visiting branches and attending programs. Circulation is also experiencing increases which will supersede pre-pandemic levels.
- Library staff have prepared an exciting slate of March Break activities for next week's break for Nova Scotia schools. It is expected that March Break activity in branches will be high.
- Åsa thanked everyone responsible for providing a wonderful African Heritage month. The well-received and popular 'Lift Every Voice' event was held in two branches this year and reviews were fantastic.

4.0 Financial Overview & Year-end Forecast

Åsa Kachan provided a financial overview to the Board. The Library continues to move towards year-end with a balanced forecast. Any remaining funds will be reallocated to the Collections department for purchases. The Library has presented our budget presentation to HRM Council, and now the BAL (Budget Adjustment List) will be considered later in March. The Library budgeted to the target envelope provided by HRM, and anything beyond that target is considered and requested through the BAL. The Library has requested extra funds to go toward the collection. The Council Briefing Note for the BAL has been provided to HRM. There are also two additional briefing notes being provided for capital projects (Mill Cove and Halifax North).

Councillor Lindell Smith put forward a motion to consider returning the Library's Capital Budget to the approved 2022 levels. To best meet community need, Library Management has reviewed and made slight adjustments to what was approved through the 2022 process.

5.0 Provincial Funding Project / CORL Vision

Åsa Kachan provided an overview to the Library Board regarding the work of CORL (Council of Regional Librarians) exploring improvements at the provincial level. The intent with the CORL group is to work with the province regarding establishing an updated funding formula for all NS Library Regions, along with developing a set of core recommendations.

6.0 Board Committee Reports

6.1 Board Executive

The Library Board Executive Committee did not meet.

6.2 Finance, Audit & Risk

The Finance, Audit & Risk Committee did not meet.

At this time, meeting quorum was lost, and no further decisions were made.

6.3 Planning & Performance

Planning & Performance Chair Marika Warren spoke to the need to appoint an Interim Chair of the Finance, Audit & Risk Committee. Marika shared the draft motion that will be circulated and decided by email vote in accordance with the Library Board's Bylaws.

Marika Warren shared the following motion that will be put forward through email to the Library Board:

THAT with the departure of Linda MacKay from the Halifax Regional Library Board, that the Halifax Regional Library Board approve Heather Rose as Interim Chair, Finance, Audit & Risk Committee.

7.0 In-Camera Session

At this time, Kim Brooks put forward a motion to move to an in-camera session. This motion was seconded by Marika Warren.

Motion approved.

8.0 Adjournment

With no further business, the meeting was adjourned.