

Approved Minutes

Calgary Public Library Board
Online via Microsoft Teams
Wednesday, June 23, 2021
5:30 pm

In Attendance:

Board:

1. Avnish Mehta (Chair)
2. Shereen Samuels (Vice-Chair)
3. Haritha Devulapally
4. Councillor Druh Farrell
5. Sandy Gill
6. Crystal Manyfingers
7. Jocelyn Phu
8. Andrew Rodych
9. Sheeba Vijayan

Regrets:

10. Councillor Evan Woolley

Administration:

1. Sarah Meilleur, CEO, Interim
2. Tracy Johnson, CEO, Calgary Public Library Foundation
3. Mary Kapusta, Director, Communications
4. Paul Lane, Director, Corporate Services
5. Heather Robertson, Director, Service Design
6. Shannon Slater, Director, Service Delivery (Interim)

Guest:

1. Elsa Gee, CUPE Local 1169
2. Michele Nolan, CUPE Local 1169
3. One member of the public

I. Treaty 7 Opening

Sheeba Vijayan respectfully opened the meeting by acknowledging Moh'kinsstis, the lands where the Elbow and Bow Rivers meet. In the spirit of Truth and Reconciliation, we recognize the ancestral territories, cultures, and oral practices of the Blackfoot people, the Iyârhe Nakoda Nation, the Beaver people of the Tsuut'ina Nation, and the Métis Nation of Alberta, Region 3. Calgary Public Library serves the community on this traditional land and we honor all people who share, celebrate, and steward the Treaty 7 territory of Southern Alberta. This Land Acknowledgement reminds us of the histories that precede us, highlights our responsibilities going forward, and helps bring us together on a shared journey of Truth and Reconciliation.

II. Review of Agenda

MOVED by Crystal Manyfingers and seconded by Sheeba Vijayan that the Calgary Public Library Board approve the agenda for the June 23, 2021 meeting.

Carried unanimously

III. Consent Agenda

MOVED by Haritha Devulapally and seconded by Crystal Manyfingers that the Calgary Public Library Board approve the minutes of the May 26, 2021 meeting.

Carried unanimously

IV. Business Arising

A. Business Arising from the Minutes

None.

B. Advocacy Updates

Jocelyn Phu advised that Alberta Library Trustees Association (ALTA) began contracting their administrative and financial support services to The Alberta Library (TAL) as of May 21, 2021. ALTA's annual general meeting was held virtually on June 19 and its new virtual voting system was well-received by those in attendance. Motions were approved at the AGM in relation to ALTA's three main priorities going forward: defining ALTA's role in meeting the needs of the Alberta library community; the evolution of the trustee forum intended to improve access to ALTA resources for rural library systems; and more direct outreach through consultation campaigns.

V. Chair's Report

Avnish Mehta expressed appreciation to each member of the Board for the helpful feedback they have been providing at their mid-year one-on-one meetings with him in his capacity as the Board Chair.

Mehta advised that both the CEO and Board Member roles have been posted publicly and work is ongoing in the executive and Board candidate searches.

Mehta expressed appreciation to Administration and to Interim CEO Sarah Meilleur for their ongoing efforts through the pandemic and the most recent re-opening.

VI. Operational Report (June 2021)

Sarah Meilleur presented highlights from the Operational Report.

On June 14, 2021, the Library welcomed over 9,400 visitors to 19 newly re-opened locations. Meilleur expressed her appreciation for Library staff in their resiliency and commitment to providing excellent visitor experiences across the city throughout the pandemic.

Meilleur advised that earlier today on June 23, 2021, she and Avnish Mehta attended a meeting hosted by the Public Library Services Branch and Minister of Municipal Affairs Ric McIver regarding potential changes to the Libraries Act. Meilleur highlighted that much of the current consultation process is aligned with areas that had been previously identified for potential improvement and that most of those would more directly impact rural library systems. More consultation will follow in Q3 and Q4 2021.

The Library will be sharing information packages and fact sheets with City Councillors and candidates leading up to the municipal election to ensure all are aware of the impact of Library services on the community, along with specifics on the library locations in their wards. The Library will also be providing refreshers for staff regarding Library policy and the Elections Act in relation to use of Library facilities.

Meilleur advised that attendance has been excellent for events provided during National Indigenous History Month. Meilleur highlighted that on Saturday, June 26, new Indigenous Placemaking art installations at Seton, Shawnessy, Crowfoot, and Saddletowne will be unveiled through a Facebook Live event.

MOVED by Sandy Gill and seconded by Sheeba Vijayan to receive the Operational Report as presented.

Carried unanimously

VII. Governance Committee

A. Report of the June 2, 2021 Governance Committee Meeting

Sandy Gill presented the minutes of the June 2, 2021 Governance Committee meeting.

MOVED by Crystal Manyfingers and seconded by Haritha Devulapally to receive the June 2, 2021 Governance Committee report as presented.

Carried unanimously

B. Revised Governance Committee Mandate

Sandy Gill shared with the Board that currently, Section 5.2 of the Board Bylaw requires the Board, by resolution, to determine the membership, mandate, and quorum requirements for an ad hoc committee. A core responsibility of the Governance Committee is to support recruitment of new Board members, which requires an ad hoc committee. This is often an annual task. In the interest of efficiency, the Governance Committee recommended that an amendment to the Governance Committee mandate be approved by the Board outlining their responsibility to strike an ad hoc committee when needed for Board recruitment. This will give the Governance Committee the authority to execute this task each year with expedited Board approval.

The proposed change is to the second responsibility of the mandate, which would now read:

“Recruitment, nomination and evaluation of Board and Committee members. This includes the striking of an Ad Hoc Board Recruitment Committee as needed, with a membership of at least three Board members, one of whom sits on the Governance Committee.”

MOVED by Sandy Gill and seconded by Crystal Manyfingers to approve the revised Governance Committee Mandate as presented.

Carried unanimously

VIII. Strategy and Community Committee

A. Report of the June 8, 2021 Strategy and Community Committee Meeting

Crystal Manyfingers presented the minutes of the June 8, 2021 Strategy and Community

Committee meeting.

MOVED by Sandy Gill and seconded by Haritha Devulapally to receive the June 8, 2021 Strategy and Community Committee report as presented.

Carried unanimously

IX. Audit and Finance Committee

A. Audit and Finance Committee Report

Because the Audit and Finance Committee was not scheduled to meet in June, Andrew Rodych provided a verbal report regarding the Library's current financial positions.

The Library recalled all staff from temporary layoff in March when locations were able to re-open. All staff have remained employed through the most recent closure to accommodate expanded services, included extended curbside pickup hours, online programming, deposit collections, and a new home delivery service. Administration anticipates some variance for Q2 2021 due to vacancies, illness, and self-isolation requirements. From a financial perspective, the Library should not be adding demonstrably to the strong cash position it reported for Q1 2021.

X. Calgary Public Library Foundation Update

Avnish Mehta advised that he will be meeting one-on-one with the Foundation Board Chair. Mehta congratulated Foundation staff on the excitement and engagement surrounding the 50/50 draw.

A. Calgary Public Library Foundation Update

Tracy Johnson reviewed highlights from the Calgary Public Library Foundation report.

During the month of June, the Foundation has raised nearly \$60,000 in a 50/50 raffle. The Foundation has secured several key commitments: a verbal commitment for a joint Calgary Public Library and Edmonton Public Library Human Rights and Holocaust Education project; a two-year renewal of the Sun Life Musical Instrument Lending Library; and a renewal gift from Canada Life for My First Bookshelf.

To further clarify the differing roles of the Calgary Public Library Board and the Foundation Board, Johnson advised that a key difference is composition. The Foundation Board seeks candidates with skills particularly related to fundraising, such as financial acumen and community connections. The Foundation Board may have up to 15 members and they are well-aligned with the goals of the Library.

MOVED by Jocelyn Phu and seconded by Crystal Manyfingers to receive the Calgary Public Library Foundation report as presented.

Carried unanimously

XI. Other Business

A. Board Calendar Updates

Administration advised that the municipal election will result in a delay to the usual business of appointing Library Board members in November 2021. To allow sufficient time for new Board members to be on-boarded before the Organizational meeting, the Organizational meeting will be moved to Wednesday, November 24, 2021, and the meeting that had previously been scheduled on November 24, 2021 will be moved to Wednesday, December 1, 2021.

XII. In Camera

Avnish Mehta invited Administration to remain in the meeting for a portion of the in Camera discussion.

MOVED by Jocelyn Phu and seconded by Shereen Samuels that the Calgary Public Library Board and Calgary Public Library Administration move in Camera.

Carried unanimously

At 7:30 pm, Administration were excused from the meeting to allow the Board to continue their in Camera discussion.

MOVED by Jocelyn Phu and seconded by Shereen Samuels that the Calgary Public Library Board continue in Camera.

Carried unanimously

MOVED by Sandy Gill and seconded by Crystal Manyfingers that the Calgary Public Library Board rise without reporting.

Carried unanimously

XIII. Adjournment

MOVED by Jocelyn Phu that the meeting be adjourned at 7:49 pm.

Transcribed by Amanda Robertson.

Avnish Mehta
Board Chair