

Approved Minutes

Calgary Public Board Library
Online via Microsoft Teams
Wednesday, May 27, 2020
5:30 pm

In Attendance:

Board:	Administration:
<ol style="list-style-type: none">1. Mr. Avnish Mehta (Chair)2. Ms. Janet Hutchinson3. Ms. Jocelyn Phu4. Mr. Andrew Rodych5. Ms. Shereen Samuels6. Mr. Rob Macaulay7. Ms. Sandy Gill8. Ms. Haritha Devulapally9. Councillor Druh Farrell	<ol style="list-style-type: none">1. Mr. Mark Asberg, CEO2. Ms. Mary Kapusta, Director, Communications3. Mr. Paul Lane, Director, Corporate Services4. Ms. Heather Robertson, Director, Service Design5. Ms. Sarah Meilleur, Director, Service Delivery6. Ms. Tracy Johnson, CEO, Calgary Foundation
Regret: <ol style="list-style-type: none">1. Councillor Evan Woolley	Guest: <ol style="list-style-type: none">1. Ms. Terrill Budd, CUPE Local 11692. Ms. Elsa Gee, CUPE Local 11693. Mr. Ryan Postic, CUPE Local 11694. One member of the public

I. Treaty 7 Opening

Mr. Mehta respectfully acknowledged that the Committee is meeting today at a place called Moh'kinsstis, a Blackfoot word that means elbow. The word describes the landscape of what is now known as Calgary, an area where the Elbow River meets the Bow River.

It is in the spirit of respect and truth that we honor and acknowledge Moh'kinsstis, and recognize the traditional territories and oral practices of the Blackfoot people, the Nakoda people of the Stoney Nation, the Beaver people of the Tsuut'ina Nation, and the Métis Nation of Alberta, Region Three. All libraries across our city built on this traditional land. Finally, we acknowledge all people who make their homes in the Treaty 7 territory of Southern Alberta.

II. Chairs Opening Remarks

Mr. Mehta appreciated the work that has been done by the team in between meetings and to get the board meeting transitioned online.

Mr. Mehta welcomed the three union representatives and one member of the public.

III. Review of Agenda

Ms. Samuels requested an item under Other Business.

MOVED by Ms. Samuels and seconded by Mr. Macaulay that the Calgary Public Library Board approve the agenda for the May 27, 2020 meeting.

IV. Consent Agenda

MOVED by Ms. Hutchinson and seconded by Mr. Macaulay that the Calgary Public Library Board approve the consent agenda.

V. Business Arising

A. Business Arising from the Minutes

None

B. Advocacy Updates

ALTA will be holding their AGM in June; all board members are invited to attend.

VI. Operational Report (May 2020)

Mr. Asberg commented that with respect to the Alberta Re-launch Strategy, Libraries have been identified as part of phase 2, which may commence on or around June 19.

Due to library closures, there is reduced expenditure which may have an impact on the operating grant received from the City in Q3. Mr. Asberg emphasized that this is a one-time decrease as a direct result of the library's inability to make the planned expenditures. The library has acted in a fiscally prudent way and has been a strong civic partner. The library will continue to advocate for investment in public libraries, particularly given the economic consequences of the COVID-19 crisis on the community.

Curbside pickup service began in some locations and was well received.

We are preparing for an increase in service and developing plans for a future that looks different from the past. Mr. Asberg expressed gratitude for the work being done across all departments and thanked the Union for their partnership and advocacy, especially as we work together to ensure a smooth return to work for staff and a safe and healthy work environment .

Mr. Asberg highlighted that Calgary Public Library is the first major urban library in Canada to become Fine Free.

Overdrive has seen a significant traffic and success with over 300,000 check-outs in May alone, the highest ever monthly number.

Ms. Devulapally asked what steps the library is considering given a recent spike in racism in the area. Ms. Meilleur and Mr. Asberg responded that the library has existing means to address racist language and behavior in library spaces and continues to work to ensure the Library is a safe and inclusive place for everyone.

VII. Governance Committee

A. Report of the May 6, 2020 Governance Committee meeting

Ms. Hutchinson reported that the committee discussed the recruitment for three board vacancies that will occur this year. Pekarsky has been recruited for the search. The recommendations need to be with the City of Calgary by October 5.

Work is ongoing on the CEO evaluation process.

The review of the Strategic Alignment of Policies and Bylaws continues with focus on our Mission, Vision, and Values.

MOTION by Ms. Samuels and seconded by Mr. Rodych to receive the Governance Committee report as presented.

Carried unanimously

B. Amendment to Board Bylaw

The current board bylaw does not allow for when meetings cannot be held in person and mandates that the Chair must be present in person.

The recommended changes are:

- Remove the requirement for the meeting to be held at the Central Library
- Meetings can be held in person; at a Calgary Public Library location; through electronic means or a combination of the two.
- Remove the requirement that the CEO needs to give written notices but add that the CEO needs to ensure that notice of a physical venue and/or virtual meeting forums, with appropriate joining instructions, are available publicly.
- When meetings are being held in person and virtually, members need to advise the chair 24 hours in advance so that quorum can be met.

MOTION by Ms. Hutchinson and seconded by Ms. Devulapally to adopt the Board Bylaw on meeting location report as presented.

Carried unanimously

VIII. Strategy & Community Committee

A. Report of the May 12, 2020 Strategy & Community meeting

Ms. Devulapally reported on the update of the Strategic Initiatives which have been revisited due to COVID-19. Some initiatives have been able to accelerate in the recent weeks, while others have not proceeded at the projected pace during closure. No initiative has been terminated.

The Board Retreat was cancelled in March due to COVID-19 and discussion surrounding the structure and format of any retreat was tabled to the September Strategy & Community Committee meeting.

MOTION by Ms. Hutchinson and seconded by Mr. Rodych to receive the Strategy and Community Committee report as presented.

Carried unanimously

IX. Audit & Finance Committee Report

A. Report of the May 19, 2020 Audit & Finance Committee meeting

The committee received reports on the Quarterly Risk Register, Quarterly Financial Review and Lifecycle and Capital Spending Plan.

Three measures have been changed in the Risk Register. Pace of Innovation has not yet been replaced, Operating Budget Balance has been replaced with Net Financial Assets, and Change in Tangible Capital Assets has been replaced with Library Space per Capita. Three of the nine risks that were reported on have been classified as high risk - Central Library Incidents, Building Visits, and Website Visits. Mitigations are in place to address security issues. Building visits are down as a result of the closure of library spaces since March 16. Website visits are similarly down, as much website traffic typically takes place from the currently unavailable in-Library public computers and on the temporarily dormant, but typically high-volume, room booking and programming web interfaces.

The Quarterly Financial Review shows favorable expenses, mainly made up of reduced salary expenditure since closure. Revenues show as unfavorable, but this is attributed to a timing variance with expected payment dates.

The Lifecycle and Capital Spending Plan is developed for 2020 and 2021.

The library is not required to report to the City of Calgary's Audit Committee this year.

MOTION by Mr. Rodych and seconded by Mr. Macaulay to receive the Audit & Finance Committee report as presented.

Carried unanimously

X. Calgary Public Library Foundation Update

Ms. Hutchinson reported that the only recent meeting was the AGM, on May 19. Two new members were elected to the Board of Directors. Ms. Hutchinson highlighted a 'Year in Review' report available on the Foundation's website. The Foundation raised \$10, 603,728 last year.

A. CPL Foundation Update

Ms. Johnson reported that the Foundation team has been focusing on 3 things – the relationship with donors, meeting our donor obligations and maintaining fiscal stability.

200 donations have been received since the Town Hall held earlier in May, raising approximately \$70,000.

MOTION by Ms. Gill and seconded by Ms. Phu to receive the Calgary Public Library Foundation report as presented.

Carried unanimously

XI. Other Business

The board discussed ways of staying connected and working meaningfully during the pandemic.

XII. Adjournment

MOVED by Councillor. Farrell that the meeting be adjourned at 7.26 pm.

Transcribed by Ms. Kathryn Bolton

Mr. Mehta, Chair