

Minutes
Calgary Public Library Board Meeting
2nd Floor Boardroom, Central Library
Wednesday, February 22, 2017
5:30 pm

In Attendance:

Board

Ms. Janet Hutchinson, Chair
Ms. Catherine Angus
Councillor Druh Farrell
Ms. Debra Giles
Ms. Judy Gray
Mr. Rob Macaulay
Mr. Avnish Mehta
Ms. Shereen Samuels
Councillor Evan Woolley

Administration

Mr. Bill Ptacek, Chief Executive Officer
Mr. Mark Asberg, Director, Service Delivery
Ms. Ellen Humphrey, Deputy Chief Executive Officer
Ms. Elrose Klause, Controller
Mr. Paul Lane, Director, Corporate Services
Ms. Sarah Meilleur, Director, Service Design

Regrets

Mr. Frank Durnford

I. Chair's Opening Remarks

Ms. Hutchinson respectfully acknowledged that the meeting is taking place on the traditional territory of the Blackfoot people within the boundaries of Treaty 7 and that the ancestors of this land are from the Tsuut'ina and Stoney nations.

She welcomed Ms. Terrill Budd, representing CUPE Local 1169 as an observer.

II. Review of Agenda

MOVED by Councillor Woolley, seconded by Ms. Gray, that the Agenda be approved with the removal of Financial Matters, since this item will be reviewed at the end of the first quarter.

Carried Unanimously

III. Consent Agenda

MOVED by Mr. Macaulay, seconded by Ms. Samuels, that the Consent Agenda, containing the following items be approved as presented.

- A. Minutes of the January 25, 2017 Board Meeting
- B. Chair's Report

Carried Unanimously

IV. Business Arising

A. Business Arising from the Minutes

There was no business arising from the Minutes.

V. Chief Executive Officer's Report

– Mr. Bill Ptacek, CEO

Mr. Ptacek mentioned the CBC TV and radio reports on the improved security environment at the Central Library, which is due to facility and service changes. The Freedom to Read Week declaration event will be held at City Council on February 27, with representatives from the Calgary Board of Education, and Ms. Samuels representing the Library Board. The Library is cultivating relationships with both the public and separate school boards to improve students' access to the Library's resources.

A. Playground at Forest Lawn Library

- Ms. Sarah Meilleur, Director, Service Design

Ms. Meilleur showed a draft drawing and sample images of the new outdoor playground at the Forest Lawn Library, which will be funded by the Canada 150 Community Infrastructure Program, and built by Ground Cubed Landscape Architects (Ground³). The non-traditional, accessible design will incorporate multisensory, self-directed and active play, highlighting literacy, color, light, movement, natural elements, renewable energy, and family and inquiry-based activities. Plans include ways to animate the playground after library hours and during the winter, and to integrate its use with other community partners' activities. The Committee discussed how these ideas might be incorporated at Rocky Ridge, Vivo, and other locations.

There being no objections, the *Chief Executive Officer's Report* was received for information.

VI. Strategy & Community Committee

A. Report of the February 7, 2017 Meeting

– Ms. Judy Gray, Committee Chair

Ms. Gray reported that the reissued survey received a high number of responses, and a consultant will be hired to facilitate the Strategic Plan Retreat. If any Board Members wish to participate in the consultant interview process, they should inform Ms. Gray as soon as possible.

There being no objections, the Board received the *Report of the Strategy & Community Committee, February 7, 2017*, for information.

B. Alberta Library Trustees Association (ALTA) Update

Ms. Gray reported on recent ALTA news, including the resignation of the ALTA Vice-Chair, and the upcoming March 16 teleconference meeting. ALTA has reviewed a comprehensive report, prepared by the BC Library Trustees Association, which examines the education and role of trustees, particularly in advocacy.

VII. Governance Committee

A. Report of the February 14, 2017 meeting

- Ms. Shereen Samuels, Committee Chair

Ms. Samuels reported that Mr. Durnford's suggested meeting evaluation tool will be used at Board meetings, starting in March.

There being no objections, the Board received the *Report of the Governance Committee, February 14, 2017*, for information.

B. Discussion of the Consolidated Board and Committee Workplan

–*Ms. Shereen Samuels, Committee Chair*

Ms. Humphrey distributed a corrected Consolidated Board and Committee Workplan. This workplan is a useful tool for the full Board to set priorities and ensure that both Board and Committee work have clarity and intentionality. It was suggested that the workplan review be added to the January Board Agenda as an annual item, with the Committees to meet in December to establish their workplans. In October and November, the workplan would be extended to capture the draft plans for the upcoming year, in the manner of a rolling calendar.

MOVED by Ms. Samuels, seconded by Ms. Giles, that the Calgary Public Library Board receive and approve the Consolidated Board and Committee Workplan, and incorporate the annual workplan review into the Board's work.

Carried Unanimously

VIII. Calgary Public Library Foundation Board

– *Mr. Avnish Mehta, Liaison for the Board*

A. Report of the February 21, 2017 meeting

- *Mr. Avnish Mehta, Foundation Board Representative*

Mr. Mehta reported that the Foundation Board and staff are working hard on their aspirational goals, with the upcoming conclusion of the Add In campaign at the end of 2018. It is important that the Library Board connect donors to the Foundation on an ongoing basis to develop relationships that will lead into 2019 and beyond. The Foundation Board is focusing on the strategic plan that will follow the Add In campaign, as well as the role and function of the Foundation and the skills required by its Board and Council of Champions in the future.

The Library Board asked Mr. Mehta to ensure that the Foundation's two progress charts are brought to the Foundation Board at its meetings, and forwarded to the Library Board for information on a regular basis, to increase both Boards' understanding of the campaign. It is also important for the Board to be aware of how much of the Foundation funding is allocated by the Library to tangible assets versus programming and operating costs.

Ms. Hutchinson encouraged Board Members to attend the regular library tours hosted by the Foundation, which are valuable opportunities to meet other attendees and learn about how each Library serves its community.

IX. Other Business

A. Strategic Plan Update

- *Mr. Paul Lane, Director, Corporate Services*

Mr. Lane distributed a comparison chart of the Board survey results on the desired time frames for values, mission and vision. The full survey results are on the Board Box, with responses about audience, time frames, examples and other comments.

The Board raised the following points:

- The responses to any survey question are contextual depending on changing environments.
- The language used for the Mission, Vision and Values must target both internal and external audiences.
- The survey was helpful, not only for the response content, but for thought stimulation in advance of the Retreat.

The key milestones in the Board's work on the Strategic Plan will be the Mission, Vision, and Values discussion at the April 8 Board Retreat, and its directives on quality of life outcomes in June. The next steps include engaging a facilitator and preparing readings for the Retreat.

B. Update on Meeting with Mayor and City Manager

- Mr. Bill Ptacek, CEO

The dates have not yet been finalized for the meetings with the Mayor and the City Manager. The meetings are an important part of the environmental scan for the strategic planning process.

X. In-Camera Session

MOVED by Ms. Angus, seconded by Ms. Gray, that the Calgary Public Library Board move in-camera.

Carried Unanimously

XI. Adjournment

Following the in-camera session, the meeting was adjourned.

Transcribed by Barb Roberts

Ms. Janet Hutchinson
Chair

Mr. Bill Ptacek
Chief Executive Officer