

Minutes  
**Calgary Public Library Board Meeting**  
2<sup>nd</sup> Floor Boardroom, Central Library  
Wednesday, March 28, 2018  
5:30 pm

**In Attendance:**

**Board**

Ms. Janet Hutchinson, Chair  
Mr. Rob Macaulay  
Mr. Avnish Mehta  
Mr. Andrew Rodych  
Ms. Shereen Samuels

**Attending Remotely**

Ms. Debra Giles

**Administration**

Mr. Bill Ptacek, Chief Executive Officer  
Mr. Mark Asberg, Director, Service Delivery  
Community Libraries and System Operations  
Ms. Ellen Humphrey, President and CEO, Calgary Public  
Library Foundation  
Ms. Mary Kapusta, Director, Communications  
Ms. Elrose Klause, Controller  
Mr. Paul Lane, Director, Corporate Services  
Ms. Sarah Meilleur, Director, Service Delivery  
City Centre Community Libraries and New Central Library  
Ms. Heather Robertson, Director, Service Design

**Regrets**

Councillor Druh Farrell  
Councillor Evan Woolley  
Ms. Judy Gray

**Guests:**

Mr. Rick Green, Principal, Sagium  
Mr. John Guderyan, Principal, Sagium  
Mr. Gary Pass, Director, Business Development, Sagium

**I. Treaty 7 Opening and Chair's Opening Remarks**

We are gathered here 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 honour and acknowledge Moh'kinsstis, and recognize the traditional territories and oral practices of the Blackfoot people, the Nakota people of the Stoney Nation, the Beaver people of the Tsuut'ina Nation, and the Métis Nation of Alberta, Region Three. This Library is one of 20 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. Review of Agenda**

MOVED by Mr. Rodych, seconded by Ms. Samuels that the Agenda be approved as presented.

### **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 February 28, 2018 Board Meeting
- B. Chair's Report

Carried Unanimously

### **IV. Business Arising**

#### **A. Business Arising from the Minutes**

MOVED by Ms. Samuels, seconded by Mr. Macaulay, that the Calgary Public Library Board rise and report on the in-camera portion of its meeting of February 28, 2018.

MOVED by Ms. Samuels, seconded by Mr. Rodych, that the information contained in the In-Camera report, CEO evaluation and compensation review, and the contents of the subsequent discussion remain confidential under the Freedom of Information and Protection of Privacy Act Section 17(4).

MOVED by Ms. Samuels, seconded by Mr. Macaulay, that the Board acknowledge the CEO's exceptional performance in 2017.

Carried Unanimously

#### **B. Advocacy Updates, including ALTA Report**

Ms. Hutchinson reported on a successful meeting with Ward 6 Councillor Jeff Davison where they discussed the potential for a new library in the new areas in the north part of his ward.

March 24 was the unveiling of the new Giuffre Family Library. The Board welcomes the Giuffre family to the Library as a founding member.

#### **C. Alexander Calhoun Naming: Recommendations and Additional Information**

Mr. Macaulay stated that the questions that the Board had asked at last month's meeting had been answered in this report. Discussion centred on the final recommendation which the Board decided not to move as it was determined to be unneeded. It was agreed that because of Mr. Calhoun's strong connection to the Memorial Park Library, recognition of him should reside there and that any renaming should be permanent.

MOVED by Mr. Rodych, seconded by Ms. Samuels, that Mr. Calhoun continue to be honoured by the Library through the Alexander Calhoun Salon at Memorial Park Library.

Carried Unanimously

MOVED by Mr. Rodych, seconded by Mr. Mehta, that the current Louise Riley Library be made exempt from gift naming agreements.

Carried Unanimously

MOVED by Mr. Macaulay, seconded by Ms. Samuels, that the Memorial Park Library be made exempt from gift naming agreements.

Carried Unanimously

**V. Chief Executive Officer’s Report**

*Mr. Bill Ptacek, CEO*

In addition to his written report, Mr. Ptacek spoke of the potential for a new library near the current Louise Riley location. Forest Lawn is also being considered for replacement and Skyview Ranch as a possible location for a new library.

The Library is negotiating with the Hounsfield Heights Community Association to move the Engine 23 firetruck to a temporary structure near the Louise Riley Library. The structure will also be available for programming and will be visible from the LRT line.

Action Item	Person Responsible	Timeline
Examine Quarry Park visit numbers	Mr. Asberg	April 25

**A. Highlight Report – School Board Partnerships**

*Mr. Mark Asberg, Director, Service Delivery, Community Libraries and System Operations*

Mr. Asberg attributed the success of the partnerships to two factors – having the right people in the room and the philosophy of “do stuff”. He used 10 programs as examples of the kind of work the partnership is engaged in including the following:

- Igniting Inquiry – A companion program to e-access. Librarians visit classrooms to introduce students to eResources. The Library has delivered it to over 50 schools. It requires collaboration between the Library and teachers on the ground
- Windows to the World – Provides texts that are written from diverse perspectives to change lives.
- Your Future Awaits – A connection to SAIT where teens and parents are given different career options outside of university.
- Sunnyside Up – A breakfast event for teachers to provide a learning opportunity on what the Library can do for their students. This year it was held during Teachers Convention and was very successful. Plans are underway to make it an annual event.
- Village Square Visits – Helps prepare children for school. Teacher and students spend a full half day in the Book Truck.

In total there are approximately 20 programs in partnerships with the two boards. Tumblebooks is also very popular. It has been accessed 460,000 times and plans are underway for more Tumblebooks for older children.

The programming is inquiry-based rather than tied to curriculum and aligns with current pedagogical methodology. The goal is not necessarily to align or duplicate, but to provide practice skill sets and to explore different areas.

There being no objections, the Calgary Public Library Board received the report, *Chief Executive Officer’s Report* and the *Highlight Report– School Board Partnerships*, for information.

## **VI. Calgary Public Library Foundation Update**

### **A. Contemporary Fundraising**

*Mr. Avnish Mehta*

Mr. Mehta provided the Board with statistics that indicate that the market for fundraising has become more competitive in the last few years with the total donation amount remaining the same while the number of charities has increased by 20,000 to 25,000. In Canada, the total amount donated has remained at about \$9 billion since the 1990s. He then asked members of the Sagium team to provide more information to the Board. Mr. John Guderyan, Mr. Gary Pass and Mr. Rick Green made the presentation.

The presentation focused on the use of insurance policies for major donations. Mr. Green explained that their job is to help people understand their wealth as people do not feel comfortable making donations until they have a high degree of certainty that their future is secure. Share donation and outright giving were also discussed in this context.

Ms. Hutchinson thanked the guests and noted that they had been invited to provide the Board with information on why deferred giving was important for the Library. Ms. Humphrey added that the Foundation has been seeing more interest in donating shares and insurance is a helpful method of conversion for those situations.

## **VII. Audit & Finance Committee**

### **A. Report of the March 22, 2018 Meeting**

*Mr. Andrew Rodych, Committee Member*

The Committee reviewed the audited financial statements and met in private with the auditors. There were no items of concern.

### **B. Presentation of Audited Financial Statements**

*Mr. Andrew Rodych, Committee Member*

Ms. Klause answered two questions raised by the Committee about the financial statements. The higher year over year cash balance is a result of the timing of the cheque run in December and deferred revenue consists of donations from the Foundation and they will be paid in 2018 when the work is done. She reviewed the auditors' notes and comments with the Board.

Mr. Macaulay drew the Board's attention to the Auditor's opinion on page 9 and Appendix A on page 16 which shows no corrected, uncorrected misstatements and no disclosure deficiencies. He stated that he had never seen a cleaner audit. Mr. Rodych extended the Board's congratulations and thanks to the team and Ms. Hutchinson thanked Ms. Giles for her leadership at the Committee level.

## **RECOMMENDATIONS**

MOVED by Mr. Rodych, seconded by Mr. Macaulay, that the Calgary Public Library Board:

- a. Receive Deloitte's Year-end Communication on 2017 audit results dated March 23, 2018 for information.

Carried Unanimously

MOVED by Mr. Rodych, seconded by Mr. Mehta, that the Calgary Public Library Board

- b. Approve the Draft Audited Financial Statements of the Calgary Public Library Board for the year ended December 31, 2017.

Carried Unanimously

Ms. Samuels excused herself at 7:03 pm.

**C. Annual Risk Review (Heat Map)**

*Mr. Andrew Rodych, Committee Member*

Ms. Klause told the Board that all of the Executive Leadership Team contributed to the updated Heat Map. There are large differences between before and after mitigation, with only Central security remaining in the red zone after mitigation. Ms. Meilleur added that the situation is closely monitored to ensure that it is not shifting.

**RECOMMENDATION**

MOVED by Mr. Rodych, seconded by Mr. Macaulay, that the Audit & Finance Committee recommend that the Calgary Public Library Board receive the Annual Risk Review for discussion and information.

Carried Unanimously

Mr. Rodych concluded by noting that a Financial Services review is being conducted by MNP to look at tools and resources, available funds and how to best spend those funds.

**VIII. Governance Committee**

*Mr. Avnish Mehta, Committee Member*

**A. Report of the March 14, 2018 Meeting**

Much of the Committee's meeting was a discussion of the Organizational meeting processes for the coming year. Ms. Hutchinson noted that she spoke to two other City Boards regarding their desire to collaborate on Board recruitment. She facilitated an introduction to Pekarsky & Co. for one of them and will follow up with another with whom the timing of recruitment is more similar.

The Committee heard that Mr. Rodych's orientation is proceeding well and that the Board buddy/mentor system has been found to be most helpful.

The Committee agreed that as there were only a few months remaining in Ms. Angus' term following her resignation in March, that they would recommend to the Board that the position not be filled.

**MOVED** by Mr. Macaulay, seconded by Mr. Mehta that the Board not request from The City an appointment to complete the remainder of Ms. Angus' term and to notify them that the Board is comfortable that the position be left vacant and the Board is able to operate with nine members until November 1.

Carried Unanimously

## **IX. Strategy and Community Committee**

### **A. Report of the March 18, 2018 Meeting**

Mr. Robert Macaulay, Committee Chair

Mr. Macaulay distributed a new version of the Advocacy Plan which the Board liked very much. The Strategy and Community Committee suggests an annual review of the document by both the Committee and the Board.

Capital planning was discussed at the Committee meeting and will be brought to the Committee again in May when both Councillors can attend. Planning for renewal or replacement of inner city libraries will be a major focus in the coming years. The difference between capital planning and the master facility plan was explained.

Mr. Macaulay reported that the NCL Update confirmed that the project was on time and lower than budgeted.

MOVED by Mr. Macaulay, seconded by Mr. Rodych, that the Calgary Public Library Board receive the *Updated Calgary Public Library Board Advocacy Priorities* for information.

Carried Unanimously

### **B. Recap of March 10, 2018 Board Retreat**

Mr. Macaulay characterized the retreat as being very successful. The following points were made:

- 45 minutes may have been too short a time for the Board-only discussion.
- The NCL tour was inspiring and renewing.
- The strategy session was efficient with Administration providing a guiding statement and strategy. The plan will be reviewed again by the Board and the Strategy and Community Committee after the Foundation Board have seen it.
- The KAIROS blanket exercise was good education that combined the Board's desire to explore inclusivity and the Library's focus on Indigenization.
- Further feedback will be requested at the April Strategy and Community Committee meeting.

## **X. Other Business**

### **A. Strategic Plan (Update from Board Retreat Discussion)**

At the retreat Administration presented six priorities to frame the Library's work for the next four years. Over the next month, measurable, time-bound, relevant, achievable goals that will inform stakeholders will be developed. They will be presented at the next Strategy and Community Committee meeting. After hearing City comments, reporting will continue at the Committee level with a list of activities and milestones to be achieved as well as statistical results similar to those that have been reported on in the past. There will be more qualitative reporting in preparation for the plans launch in 2019.

Mr. Mehta asked that the sentence "Indigenous users will see themselves reflected in the Library spaces, collections, in programs, and staff." be rewritten in a more inclusive tone that is more reflective of the process and shows greater awareness of the power dynamics within the societal

system. Mr. Ptacek stated that the report will also be presented to the Calgary Public Library Foundation Board. The report will be brought back to the Board and the Strategy and Community Committee after the recommended changes have been made.

**MOVED** by Mr. Macaulay, seconded by Mr. Rodych, that the Calgary Public Library Board approve this report with rewording as requested.

Carried Unanimously

Action Item	Person Responsible	Timeline
Review Strategic Plan reword	Mr. Lane	April 25

## **XI. In Camera Item**

### **Rise without reporting:**

MOVED by Mr. Mehta, seconded by Mr. Rodych, that the Calgary Public Library Board move in-camera, in accordance with Section 17(1) of the Freedom of Information and Protection of Privacy Act, and Section 16 of the Calgary Public Library Board Procedure Bylaw.

MOVED by Mr. Macaulay, seconded by Mr. Rodych, that the Calgary Public Library Board, in accordance with Section 17(1) of the Freedom of Information and Protection of Privacy Act, and Section 16 of the Calgary Public Library Board Procedure Bylaw rise without reporting.

Carried Unanimously

## **XII. Adjournment**

MOVED by Mr. Macaulay, seconded by Mr. Rodych, that the meeting be adjourned at 8:07 pm.

Carried Unanimously

Transcribed by Kathryn Nikolaychuk

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Ms. Janet Hutchinson  
Chair

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Mr. Bill Ptacek  
Chief Executive Officer