

Minutes
Calgary Public Library Board Meeting
Room 3-15A, New Central Library
Wednesday, September 26, 2018
5:30 pm

In Attendance:

Board

Ms. Janet Hutchinson, Chair
Ms. Debra Giles
Ms. Judy Gray
Mr. Rob Macaulay
Mr. Andrew Rodych
Ms. Shereen Samuels
Councillor Druh Farrell
Mr. Avnish Mehta

Administration

Mr. Bill Ptacek, Chief Executive Officer
Mr. Mark Asberg, Director, Service Delivery
Community Libraries and System Operations
Ms. Jackie Flowers, Service Design Lead
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. Ellen Humphrey, CEO, Calgary Public Library Foundation

Regrets

Councillor Evan Woolley

Guests:

From CUPE Local 1169:
Ms. Elsa Gee, Ms. Terrill Budd, Ms. Kathleen Nickel

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 Nakoda 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.

Ms. Hutchinson welcomed the attendees from CUPE Local 1169, and mentioned that the public had been notified of the meeting's location through the Library's website. She congratulated Library staff for the many years of work that have resulted in this first Board meeting held in the New Central Library.

II. Review of Agenda

MOVED by Councillor Farrell, seconded by Ms. Samuels, that the Agenda be approved with the addition of: Decision Item C: Approval of External Auditor Appointment for 2018, under the Audit & Finance Committee report.

Carried Unanimously

III. Consent Agenda

AMENDED MOTION, moved by Mr. Macaulay, seconded by Ms. Giles, that the Calgary Public Library Board approve the Minutes of the September 26, 2018 Board Meeting with the following change:

- On page 6, VI. Calgary Public Library Foundation Update: removal of the sentence beginning “There are no Library Board Members leaving...”

Carried Unanimously

MOVED by Mr. Macaulay, seconded by Ms. Gray, that the Calgary Public Library Board receive the Chair’s Report for information.

Carried Unanimously

IV. Business Arising

A. Business Arising from the Minutes

There was no business arising from the Minutes.

B. Advocacy Updates

Mr. Macaulay recommended the books of the new Author-in-Residence, Marcello Di Cintio (<https://marcellocintio.com/>). Ms. Hutchinson reported that the Board’s questions have been forwarded to the Alberta Library Trustees Association (ALTA) Chair, and a response from ALTA to the Library Board is expected in October

V. Chief Executive Officer’s Report

Mr. Bill Ptacek, CEO

Mr. Ptacek commented on the Library’s presentation to The City Audit Committee and Love Your Library Day, which was a great success thanks to Ms. Kapusta’s team and Library staff throughout the system. He mentioned that Engine 23 will be placed in temporary storage while plans are finalized to relocate it to a community library.

A. Update on Seton Library

Mr. Mark Asberg, Director, Service Delivery

The new 28,000 sq. ft. library shared space in the Brookfield Residential YMCA complex in Seton, a location that will provide numerous partnership opportunities in this rapidly growing corridor with a future green line stop. It will be home to a new collection of over 90K items, with a large portion devoted to young patrons. The meeting rooms include a theatre-style program room, and two meeting rooms on the upper terrace overlooking the Y’s pool. An outdoor space is attached directly to the Library, for activation on a seasonal basis. The highlight of the children’s area is a real helicopter to inspire fun, learning and programs. The Library takes possession of the space on November 1, with the public opening scheduled for January 15. The Board asked about demographics in the area, which includes some seniors’ residences in a predominantly younger community.

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

VI. New Central Library Updates

A. NCL Liaison Report

Ms. Deb Giles, NCL Liaison

Ms. Giles reported that the parking lot on 3rd Street is in the last stage of the development permit, and will be completed in 2021. Meanwhile, there is short-term parking around the NCL. There are very few risks at this stage, with most of the high priority projects already completed. The landscaping is on schedule and the hoarding fences will come down just before opening. The City and CMLC are identifying tenants for the 616 Macleod Trail building, and as soon as the Library has moved out, leasehold work will begin. The Library will have access to the building until year-end.

B. Opening Activities at a Glance

Ms. Mary Kapusta, Director, Communications

There were many media stories during the summer, especially for Love Your Library Day. Selected staff are being trained as NCL community champions, ready to train other staff and hold presentations in their communities. The Golden Ticket campaign has been very successful, with much participation and social media coverage. Ms. Kapusta distributed information sheets about Opening Day celebrations and upcoming programming. The Marketing & Communications department has many promotional and advertising plans in place for October and November.

VII. Audit & Finance Committee

Ms. Deb Giles, Committee Chair

A. Report of the July 17, 2018 Meeting

(based on draft unapproved minutes)

The Financial Statements show no cause for concern at this time.

During the Risk Register discussion, the Board focused on security. The transition to G4S Security has gone very well. Security efforts at the NCL are being coordinated with the Salvation Army and Stuart Olson. An increase in incidents at Shawnessy has been combatted with community-wide coordination among businesses and the Calgary Police Service, resulting in a significant drop in negative behaviour. The Board will receive an update to the Risk Register in October.

B. Update on July 25, 2018 Presentation to the City Audit Committee

The City Audit Committee focused on security, incidents, and how the top risks are incorporated into the Risk Register. A follow-up briefing note will be sent to the Audit Committee in response to their question about population numbers outside the standard radius served by a library location. The presence and support of Board Members in the Council Chamber audience was notable and appreciated.

C. Approval of External Auditor Appointment for 2018

MOVED by Ms. Giles, seconded by Mr. Rodych, that the Calgary Public Library Board approve that Deloitte be appointed as the Library's auditor for the 2018 fiscal year.

Carried Unanimously

VIII. Strategy & Community Committee (20 minutes)

Mr. Rob Macaulay, Committee Chair

A. Report of the September 4, 2018 Meeting
(based on draft unapproved minutes)

There were no concerns regarding the Scorecard, and the format is working well. The outcomes development for the new Strategic Plan will be completed in the coming months and new associated measures for the strategic scorecard will be developed as well.

An incredible amount of work is being done behind the scenes on programs, projects, and engagement with Indigenous communities.

Mr. Macaulay asked the Board to submit suggestions for the next Board Retreat, on topics, theme, and location, to be considered by the Strategy & Community Committee at the start of its new workplan.

IX. Governance Committee (20 minutes)

Ms. Shereen Samuels, Committee Chair

A. Report of the September 12, 2018 Meeting
(based on draft unapproved minutes)

The Committee discussed the format and desired outcomes of the Organizational Meeting, to be held on November 14. They discussed the carried-forward items and revisions to the next term workplan.

The Board discussed topics arising from the Governance meeting. They advised more Committee articulation of the desirability, purpose, and guidelines of a Past Chair role within the current Board Bylaw structure. The current on-boarding process appears to be working well, and includes meetings and advice from the Board Chair, and the “Board Buddy” mentorship.

B. Expression of Interest for Officers and Committees

Ms. Samuels gave an official call-out for Board Members to express their interests in service as Chair, Vice-Chair and membership on committees by emailing Mr. Asberg by October 9, as a first step in preparing for the Organizational Meeting.

C. Board Members’ Development Interests

The Committee will explore the development interests of Board Members and how these would aid the Board’s strategic work. Some standing opportunities are available, such as presentations at the Alberta Library Conference, and attendance at the Urban Library Council Forum and Ontario Library Association Conference. Other suggestions from Board Members are welcome.

X. Calgary Public Library Foundation Update

A. Calgary Public Library Foundation Report

Ms. Ellen Humphrey, CEO, Calgary Public Library Foundation

Ms. Humphrey distributed a written report on the Foundation's progress over the summer. The Foundation Board intends to prepare its budget and targets for the next years, in conjunction with the Library's priorities for program funding.

B. Report on Special Meeting of Calgary Public Library Foundation Board and Calgary Public Library Board, August 29, 2018

Mr. Avnish Mehta, Board Representative

The Library Board and Foundation Board joint meeting was a valuable and generative evening.

XI. Other Business

There was no other business.

XII. In Camera Agenda

MOVED by Ms. Samuels, seconded by Mr. Macaulay, that the Calgary Public Library Board move in camera.

Carried Unanimously

The Library Board and Library Administration remained present during the in-camera session.

Moved by Mr. Rodych, seconded by Ms. Gray, that the Calgary Public Library Board rise and report.

Carried Unanimously

MOVED by Mr. Rodych, seconded by Ms. Gray, that the information regarding Board nominations provided In-Camera to the Calgary Public Library Board on September 26, 2018, remain confidential under the Freedom of Information and Protection of Privacy Act; and further that the Calgary Public Library Board approve the recommendations of the Governance Committee on Board appointment candidates and that these candidates be recommended to City Council for its appointment process.

Carried Unanimously

MOVED by Mr. Macaulay, seconded by Ms. Giles, that the information contained in the In-Camera Report to the Calgary Public Library Board dated September 26, 2018, remain confidential under the Freedom of Information and Protection of Privacy Act; and further that the Calgary Public Library Board hold to its Naming Policy, which states that "All naming rights agreements will be for a fixed term taking into account the local philanthropic climate and leading philanthropic practices."

Carried Unanimously

XIII. Adjournment

MOVED by Mr. Mehta, seconded by Mr. Macaulay, that the meeting be adjourned at 7:49 pm.

Transcribed by Barb Roberts

Ms. Janet Hutchinson
Chair

Mr. Bill Ptacek
Chief Executive Officer