

Minutes
Calgary Public Library Board Meeting
Boardroom 0-11, Central Library
Wednesday, January 30, 2019
5:30 pm

In Attendance:

Board

Mr. Avnish Mehta, Chair
Ms. Janet Hutchinson
Mr. Rob Macaulay
Mr. Andrew Rodych
Ms. Shereen Samuels
Ms. Jocelyn Phu
Councillor Druh Farrell

Administration

Mr. Bill Ptacek, Chief Executive Officer
Mr. Paul Lane, Director, Corporate Services
Ms. Ellen Humphrey, CEO, Calgary Public Library Foundation

Guests:

Ms. Terrill Budd, CUPE
Ms. Elsa Gee, CUPE

Remote Attendance

Ms. Debra Giles
Mr. Isaac Elias (6.20pm)

Regrets

Councillor Evan Woolley

I. Treaty 7 Opening

Ms. Phu acknowledged that 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 21 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. Chair's Opening Remarks

Mr. Mehta welcomed CUPE representatives Ms. Terrill Budd and Ms. Elsa Gee.

III. Review of Agenda

MOVED by Ms. Samuels, seconded by Ms. Hutchinson that the Calgary Public Library Board approve the Agenda for the January 30, 2019 Board Meeting as presented.

Carried Unanimously

IV. Consent Agenda (5 minutes)

MOVED by Ms. Phu, seconded by Mr. Rodych that the Calgary Public Library Board approve the Consent Agenda, containing the following items:

A. Minutes of the December 5, 2018 Board Meeting

Carried Unanimously

V. Business Arising

A. No Business Arising from the Minutes

B. Advocacy Updates, including ALTA Report

Ms. Hutchinson informed the Board of her meeting with the new CEO of Prairie Debut who expressed interest in the Library's Risk Register, Strategic Planning and how the library transitioned into the 21st century building.

Ms. Samuels presented an opportunity to work with the portfolio of the new Community Impact Strategist supporting social inclusion at United Way.

No ALTA report, the meeting was postponed to February 9th, 2019.

Ms. Hutchinson brought forward potential advocacy work that the Board could participate in concerning the affordability and restrictive purchasing of E-Books. The Board concluded to continue to share the content on their individual social media platforms and direct interest to Canadian Urban Libraries Council and the Calgary Public Library website.

VI. Chair's Report

Mr. Mehta gave a verbal report and appreciated the engagement and participations of the Board through open communication, attendance at events and general support received.

VII. Chief Executive Officer's Report

Calgary Public Library sent a memo at the request of the Mayor concerning Symons Valley Library, which led to the promise from The City that the Symons Valley Library will commence in 2020.

The Library received \$1 million in funding from the Government of Alberta towards the Indigenous Language Resource Centre.

There has been an increase in electricity and water in the new central library compared to its previous budget.

A. Highlights: 2018 Year End Numbers

Mr. Ptacek gave an overview of the Year End Numbers.

Task	Assigned	Timeline
Attendance Data for November to December 2018 at other community library locations.	Administration	March
Information graphics of the Seton Library opening.	Administration	March

VIII. Audit & Finance Committee

A. Report of the January 22, 2019 Meeting

Mr. Rodych reported a proposed change to the Quarterly Risk Review; a draft will be presented to the Board at the March Board meeting.

The un-audited year-end Controllers Report unveiled an estimated accumulated surplus of \$810,000 at 2018 year-end which will be used to fund 2019 operating expenses.

B. 2019 Operating Budget

Mr. Rodych presented the 2019 operating budget as summarized in Attachment 2 and requested the Board's approval.

MOVED by Mr. Rodych and seconded by Ms. Samuels that the Calgary Public Library Board receive and approve the 2019 Operating Budget as presented in Attachment 2 of the agenda.

Carried Unanimously

IX. Strategy & Community Committee

A. Report of the January 8, 2019 Meeting

Mr. Macaulay reported that at the Strategy and Community meeting Mr. Isaac Elias was elected as Chair. The committee approved to amend their calendar to include scheduling some of the meetings at other Library locations.

B. Results of 4th Quarter 2018 Strategic Scorecard

Mr. Lane reported the status of Strategic Scorecard 2018 Q4. Through the eight indicators and performance measures, the results showed successful progress and increase in all three Strategies. The overall result was 7 out of 8 Objectives met.

Mr. Macaulay commended the staff on the work conducted over the four years on this project and asked for continuous support and inputs for ongoing Strategic Plan to be directed to Mr. Lane. Indicator development or the new strategic plan will be discussed at the February Committee meeting. The Board received the report for information.

C. Board Retreat

Mr. Macaulay confirmed the Board retreat is scheduled for March 9th at Fort Calgary and will consist of an In-Camera session and two or three other topics that will be selected at the February Committee Meeting from the six topics offered below:

- 1) Recommendations of the White Goose Flying report
- 2) The impact of the Library's civic engagement and connectedness
- 3) Diversity and inclusion
- 4) Best new board practices. Adam Legge's book "Making Remarkable"
- 5) Communications Exercise to be presented by Mr. Mehta

- 6) Ontario Library Association Conference (OLA) “Trustee Boot Camp” to be shared by Mr. Elias

X. Governance Committee

A. Report of the January 16, 2019 Meeting

Ms. Samuels reported she was re-elected as Chair by acclamation. The naming policy discussion brought forth a request for ViTreo Group to attend the February Committee meeting to present Part 2 of the Report. Ms. Humphrey was also asked to create a summary of the full investigation for the Board prior to the policy recommendation taking place.

B. Results of CPL Board Effectiveness Survey 2018

The Committee was satisfied with the 2018 Survey report.

C. Discussion on Board Meeting Frequency

The Board discussed the frequency of meetings and agreed on the proposed new schedule for the Board meetings to be discussed at the next Governance meeting in February and a recommendation to be presented to the Board at the March Board meeting.

MOVED by Ms. Samuels and seconded by Mr. Rodych that the Calgary Public Library Board cancel the meeting scheduled for 27th February 2019.

Carried Unanimously

XI. Calgary Public Library Foundation Update

A. Report on the Special Meeting: Strategic Session of the Foundation Board on January 21

Ms. Hutchinson reported the focus of the meeting was the Add-In Campaign, a discussion on the rebranding of future funding campaign. Discussion also focused on the Foundation’s CEO, Board Chair and another Board member’s replacement. Based on the scale matrix compiled, the recruitment focus will be for candidates with strong financial skills. The recruitment search will commence February 1st, 2019.

B. CPL Foundation Update

Ms. Humphrey reported the Central Library continues to attract new sponsors and donors. The Foundation received 723 new donors and sponsors. The temporary merchandise store during the Christmas season was successful and will continue. The upcoming Locked Library event for February 1st has sold 1050 tickets.

XII. Other Business – ALC Conference

A. Board Attendance at Alberta Library Conference (ALC)

Mr. Mehta encouraged the Board to attend the upcoming conference.

B. 2019 Strategic Initiatives

Mr. Ptacek presented the 2019 Strategic Initiatives: Strategy I and Strategy II. Councillor Farrell encouraged the Fine Free policy for children's materials should be emphasized and used as a campaign to raise funds.

XIII. In Camera

MOTION to move in Camera was moved by Ms. Hutchinson and seconded by Ms. Phu in accordance with the Freedom of Information and Protection of Privacy Act.

Carried Unanimously

Board Members and Administration remained for the In-Camera session.

MOTION to rise and report was moved by Ms. Hutchinson and seconded by Ms. Samuels, in accordance with the Freedom of Information and Protection of Privacy Act.

Carried unanimously

MOTION to move that the Calgary Public Library Board approve the recommendation received from the External Relations Committee of the Calgary Public Library Foundation on the 30th January 2019 to name the Children's Area in the Central Library in recognition of the general gift by a donor whose name shall be held in confidence until a public announcement was moved by Ms. Samuels and seconded by Ms. Hutchinson.

Carried unanimously

XIV. Adjournment

MOVED by Ms. Phu to adjourn the meeting at 8.10pm

Transcribed by Dee Adekugbe

Mr. Avnish Mehta
Chair

Mr. Bill Ptacek
Chief Executive Officer