

Minutes
Calgary Public Library Board Meeting
Boardroom 0-11, Central Library
Wednesday, October 2, 2019
5:30 pm

In Attendance:

<p><u>Board:</u> Mr. Avnish Mehta, Chair Mr. Rob Macaulay Mr. Andrew Rodych Ms. Shereen Samuels Ms. Jocelyn Phu Mr. Isaac Elias Councillor Evan Woolley Councillor Druh Farrell</p> <p><u>Regret:</u> Ms. Debra Giles Ms. Janet Hutchinson</p>	<p><u>Administration:</u> Mr. Mark Asberg, Chief Executive Officer Ms. Mary Kapusta, Director, Communications (Teleconf.) Mr. Paul Lane, Director, Corporate Services Ms. Heather Robertson, Director, Service Design Ms. Sarah Meilleur, Director, Service Delivery Ms. Tracy Johnson, CEO, Calgary Public Library Foundation</p> <p><u>Guests:</u> Ms. Terrill Budd, CUPE Ms. Elsa Gee, CUPE</p> <p><u>Members of Public:</u> NA</p>
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I. Treaty 7 Opening

Ms. Robertson 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 the two CUPE representatives, Ms. Budd and Ms. Gee. He also welcomed Mr. Asberg to his first official Board meeting as CEO of the Calgary Library, and Ms. Robertson, who has recently returned from leave. Congratulations were given to Mr. Rodych on the birth of their third child.

III. Review of Agenda

MOVED by Ms. Samuels, seconded by Mr. Rodych, that the Calgary Public Library Board approve the Agenda for the October 2, 2019 Board Meeting as presented, with the addition of the following agenda item:

- A. Under Item X. Governance Committee, addition of D. Expression of interest for Board Chair, Vice Chair, and Committee memberships.
- B. Under Item VII, Organizational Report, the report should encompass the time period of July/August.

Carried Unanimously

IV. Consent Agenda

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

- A. Minutes of the June 26, 2019 Board Meeting.

Carried Unanimously

V. Business Arising

- A. **Business Arising from the Minutes of the June 26, 2019 Board Meeting.**

None.

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

Ms. Phu gave an update on ALTA and advocacy initiatives. There is general concern related to budget pressures and uncertainty in Alberta, and people are looking for opportunities to advocate where possible. Ms. Phu noted ALTA is keen to share resources. ALTA will be meeting again this Saturday to discuss the website update as well as various advocacy initiatives currently in place.

Related to raising the profile of the Library and funding, Councillor Woolley asked if the topic of a retail space selling library branded materials could be discussed. Ms. Johnson agreed to include discussion of this topic in her report from the Calgary Public Library Foundation.

VI. Chair's Report

Connections with the Edmonton Public Library's new Board Chair have been made, a great opportunity to align our efforts and identify what we can do together.

Mr. Asberg and Mr. Mehta met with Mayor Nenshi on Oct. 1. Mayor Nenshi expressed his support for the important work and impact of the Library in the community, while at the same time recognizing that this is a period of budget uncertainty and that it is important for the Library to be clear about the consequences of any further budget reductions. Following up on the meeting with the Mayor, meetings

are being planned with as many City Councillors as possible to introduce them to the new CEO of the Library and discuss opportunities, challenges, and priorities. Suggestions were made regarding some possible information the organization could gather in advance of these meetings, to serve as helpful talking points (e.g. library performance statistics related to libraries in each ward).

Overall, Mr. Mehta noted it has been a robust few months, and gave thanks to all the Board members for moving time sensitive pieces forward during the CEO transition.

VII. Operational Update

Mr. Asberg reviewed the report provided to Board members, which includes a number of key messages that are important for the library right now, some of which have been discussed already. The Library's funding was reduced over the summer and a plan is in place to operate within this new budgetary envelope for the rest of the year. The reduced budget is having an impact on the community and the staff. Mr. Asberg expressed his gratitude to the team across the system for continuing to provide great service and for being resilient and positive in a time of change and uncertainty.

The City is now entering its 2020 budget planning period. The Library is preparing a response to proposed budget changes. At the same time, the Library is awaiting more information about any changes to provincial funding for the current fiscal year. The provincial budget will be released in late October.

Throughout and after the CEO transition, ELT has continued to work successfully with partners across the City. The Calgary Fire Department and the Library will be doing some projects together, and an MOU has been signed. Work with Vivo, YMCA, and the City of Calgary, among others, continues to move forward successfully.

From an operational point of view, circulation has increased over the summer. Notably, it is both print and electronic circulation that is up. A question was raised as to the relationship between increased circulation and the impact of budget restraints on collection buying. Mr. Asberg responded that some purchasing has been delayed due to budget uncertainty, which will have a future impact on circulation; purchasing is done well in advance of items appearing in the collection, so changes in purchasing patterns take time to be reflected in circulation numbers.

To conclude, Mr. Asberg provide an update on strategic initiatives and the extent to which their progress has been impacted by budget cuts and uncertainty. While a number of projects are in the green, others have been reduced in scope or delayed in time as a result of reduced funding to the Library. One project, eliminating fines on children's materials, has been indefinitely delayed. Discussion ensued on how the Library might find a way to eliminate fines on children's materials in the future, and Administration confirmed that it is still the Library's intention to make this happen when an achievable plan has been fully fleshed out. In response to a question about Engine 23, Mr. Asberg updated the Board that the fire truck is safely stored at the Library's Operations Centre and is still intended for use in the Symons Valley Library, to be built in the next 24 months. Ms. Phu asked how the budget pressures were impacting IT projects. Mr. Asberg responded that the Library's IT infrastructure is currently in good shape, but ongoing growth and development will be hindered by funding cuts. In addition, a project to circulate specialized

software for patron use has been put on a hold as a result of reduced IT capacity in the current fiscal year.

VIII. Audit and Finance Committee

A. Report of the July 16, 2019 Meeting

The last Audit and Finance meeting was held mid-July and will meet again at the end of October. As of the end of Q2, the Library was in a favorable position for revenue and expenses. Minutes of the last meeting included a lengthy review of the Risk Register discussion. The Committee is very comfortable with mitigation efforts for metrics in the red. The committee will continue to work with ELT to evaluate and improve the net asset value metric. The Audit and Finance Workplan has been updated to include an update of the LOC amount; this is an annual item as of January.

A question was raised regarding occupancy costs and what they include. Mr. Lane clarified that they include such costs as rent, utilities, garbage, cleaning, and snow removal. In response to a follow-up question related to the possibility of renegotiating these rates, Mr. Lane confirmed that the Library continues to look for opportunities to do this.

B. MOTION to Receive Controllers Report and Financial Statement for the period ended June 30, 2019

MOVED by Mr. Macaulay that the Calgary Public Library Board receive the Controller's Report and the Calgary Public Library Board's financial statements for the period ended June 30, 2019.

Carried Unanimously

C. MOTION to Receive the Capital Spending Profile 2020 – 2022

The spending profile and lifecycle notifications are included in this report. The Committee reviewed this with ELT at the last meeting, who felt this was a good approach to report on these funds.

MOVED by Ms. Samuels that the Calgary Public Library Board receive the Capital Spending Profile 2020 – 2022.

Carried Unanimously

IX. Strategy and Community Committee

Report of the September 10, 2019 Meeting

The last Strategy and Community Committee meeting was held Sept. 10. There were two presentations at this meeting. The Strategic Scorecard update from Q2 was presented by Ms.

Gillard. Of note, these numbers were produced prior to the impact of the budget cuts and thus do not reflect any impacts from the cuts.

The second presentation was on the Library’s new School-age Strategy, which includes guiding principles to inform the design and delivery of Library programs and services for school-age children

X. Governance Committee

A. Reports of the September 4, and October 2, 2019 Meeting

The Governance Committee has had two meetings since the last Board meeting. During the Sept. 4 meeting the Committee touched base on items on the workplan that had not been advanced as a result of increased workload related to Naming Policy discussions and the CEO transition. These items (such as further work on policy revisions) will be added to next year’s workplan.

During this meeting a discussion was also held regarding E-Book advocacy. The high price of ebooks increasingly places limits on how many copies of ebook titles libraries can purchase. Availability of ebooks for patrons is also negatively impacted by publisher embargos and licensing restrictions that limit the duration or number of circulations allowed. With the Board’s support of this ebook advocacy statement, the Library will launch a more public campaign in support of the broader ebook advocacy initiatives currently underway and being led by CULC, ULC, and ALA. In response to a question as to whether or not the Library would follow up with the federal government after the election on this issue, Mr. Asberg responded that CULC is coordinating such national efforts, in which we will continue to participate

Action	Responsible	Deadline
Ms. Yazlovasky to send all Board members the link to the website referenced in Mr. Asberg’s presentation	Donna Yazlovasky	ASAP

MOVED by Mr. Mehta, seconded by Mr. Elias, that the Calgary Public Library Board receive the Report on E-Book Advocacy.

B. Callout for Expressions of Interest for Role of Board Chair, Vice Chair and Committee Membership.

Ms. Samuels noted it is now time to activate the callout for expressions of interest for the roles of Board Chair, Vice-Chair, and Committee memberships. An email communication will be drafted and distributed to all Board members requesting feedback on interest in any of the above roles. Nominations will then take place at the Organizational meeting, scheduled for November 13. There will be an opportunity for new Board members to be nominated from the floor that

evening as well. First, second and third selections for the committees will be suggested in the email as well.

XI. Calgary Public Library Foundation Update

Ms. Johnson gave an update on the Calgary Public Library Foundation. The Foundation held their last Board meeting for the year two weeks ago. They are currently preparing for the 2020 budget and plan for a review in November.

Following up on the topic raised by Councillor Woolley at the beginning of the meeting, Ms. Johnson provided an overview of the Foundation's Library stores/kiosks and on-line store portal. The Foundation has organized a few pop-up stores and may look to do this again during holiday season as well as during Central's first birthday celebration. There definitely needs to be more efficiencies in place to make these run more smoothly and to increase the margins, which are typically quite small in operations of this nature. It is uncertain whether a permanent pop-up shop or retain store would be successful enough to justify the overhead involved. Numerous suggestions for products and retail models were suggested and the Library Foundation was asked to continue investigating best practices and future possibilities in this area. The Library Foundation committed to continuing its efforts to find the best model for Calgary. Ms. Meilleur offered to reach out to colleagues across the country to see what has been successful in other jurisdictions.

XII. Other Business

It was noted this is the final Board meeting for the cycle. Mr. Mehta recognized the contributions of both Mr. Elias and Ms. Giles, who will both be finishing their terms with the Board at the end of the month and thanked them for their dedication and hard work. Mr. Mehta also gave a formal recognition of ELT, who provided solid support of the Board during the CEO transition.

XIII. In Camera

MOVED by Ms. Samuels that the Calgary Public Library Board move In Camera.

Carried Unanimously

MOVED by Mr. Macaulay that the Calgary Public Library Board called for a motion to Rise Without Reporting.

Carried Unanimously

XIV. Adjournment

MOVED by Mr. Rodych, seconded by Ms. Samuels, to adjourn the meeting at 7:50 pm.

Transcribed by Donna Yazlovasky

Mr. Avnish Mehta
Chair

Mr. Mark Asberg
Chief Executive Officer