

Approved Minutes

Calgary Public Board Library
Via Teleconference
Wednesday, 25 March 2020
5:30 pm

In Attendance:

Board:	Administration:
<ol style="list-style-type: none">1. Mr. Avnish Mehta (Chair)2. Ms. Janet Hutchinson3. Ms. Jocelyn Phu4. Mr. Andrew Rodych5. Ms. Shereen Samuels6. Mr. Rob Macaulay7. Ms. Sandy Gill8. Ms. Haritha Devulapally	<ol style="list-style-type: none">1. Mr. Mark Asberg, CEO2. Ms. Mary Kapusta, Director, Communications3. Mr. Paul Lane, Director, Corporate Services4. Ms. Heather Robertson, Director, Service Design5. Ms. Sarah Meilleur, Director, Service Delivery6. Ms. Tracy Johnson, CEO, Calgary Foundation
Regret: <ol style="list-style-type: none">1. Councillor Druh Farrell2. Councillor Evan Woolley	Guest: <ol style="list-style-type: none">1. Ms. Terrill Budd, CUPE Local 1169

I. Treaty 7 Opening

Mr. Mehta respectfully acknowledged that the Committee is meeting 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 honor 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. Chairs Opening Remarks

Mr. Mehta appreciated the Board for their engagement over the last few days and their attendance at the Board meeting.

The Board agreed the meeting will be streamlined and focus primarily on the Operational report and motions to be passed.

III. Review of Agenda

MOVED by Mr. Rodych and seconded by Ms. Samuels that the Calgary Public Library Board approve the agenda for the March 25, 2020 meeting.

IV. Consent Agenda

MOVED by Ms. Hutchinson and seconded by Ms. Phu that the Calgary Public Library Board approve the consent agenda.

V. Business Arising

A. Business Arising from the Minutes

None

B. Advocacy Updates

Mr. Mehta and Mr. Asberg met with the Mayor to share the Fine Free Model. The Mayor was very supportive of the measure.

Ms. Phu shared ALTA update. The organization's focus is to stay connected and serve the communities as best as they can through their various platforms.

Ms. Hutchinson commended that the digital resources the Library is offering to schools is tremendous.

Ms. Phu enquired if we can reroute any physical subscriptions that are being delivered to libraries to places that are currently in isolation. Mr. Asberg and Ms. Robertson responded that all subscriptions are currently suspended.

VI. Operational Report (February 2020)

Mr. Asberg commended the Leadership and all Library staff have contributed outstandingly to the rapid changes taking place in the Library and the community.

All libraries are currently closed, and the length of the closure is unknown at present. All staff members are safe and all facilities secure.

The current focus is to continue to provide services whilst the buildings are closed, and to be able to resume operation immediately when we reopen. Virtual services will continue and are being enhanced daily. We are continuing to explore innovative ways such as the video story time to provide services to the community.

Similar to other service organizations in the community, Mr. Asberg stated we are experiencing an unprecedented service interruptions and temporary layoffs have been announced. Collaborative communications have taken place with the Union representatives to ensure we can provide impacted employees with the strongest possible suite of interim benefits possible,

as we look forward to reopening and calling staff back to work.

The use of the digital resources has seen a significant increase. Browsing on our e-resource pages has increased by almost 200% and e-book downloads have increased by 35%.

Mr. Mehta applauded the Executive Leadership Team for their excellent communication during this difficult period.

VII. Governance Committee

MOTION by Ms. Hutchinson and seconded by Ms. Samuels to receive the Governance Committee report as presented.

Carried unanimously

VIII. Strategy & Community Committee

MOTION by Ms. Gill and seconded by Ms. Hutchinson to receive the Strategy and Community Committee report as presented.

Carried unanimously

MOTION by Ms. Devulapally and seconded by Ms. Gill that the Calgary Public Library Board approves *A Fine Free Model to Reduce Barriers and Increase Use* report as presented

Carried unanimously

MOTION by Ms. Devulapally and seconded by Ms. Gill that the Calgary Public Library Board approves *Fines/Fees Annual Review* as presented.

Carried unanimously

MOTION by Ms. Devulapally and seconded by Ms. Gill that the Calgary Public Library Board approves *Annual Hours of Service* as presented.

Carried unanimously

Mr. Asberg stated the review of the annual hours of service is the responsibility of the organization to provide to the Board for information and for review.

IX. Audit & Finance Committee Report

A. Verbal report of the March 24, 2020 meeting.

Deloitte presented the Audit report and Audited Financial Statement. The organization had an unmodified opinion and there were no uncorrected misstatements. Regarding risks, the main risk for the Library would be management overriding controls, which were being managed appropriately.

The Committee sent their In-Camera questions directly to Deloitte and the responses determined there were no issues to respond to.

Deloitte added Note 15 to the Financial Statements. This new note relates to an event

that occurs after the reporting period and prior to audit report approval by the organization.

MOTION by Mr. Rodych and seconded by Ms. Gill that the Calgary Public Library Board accepts the Audit Report and approve the Audited Financial Statements for the year ended December 31st, 2019.

Carried unanimously

The Committee also received an update on the cash position of the Library. Our cash balance is \$8.3M. The City has confirmed that the Q2 transfer of \$13.2M will be made on 1 April 2020, giving a total of \$21.5M. This should be a strong cash position to sustain the Library into Q3.

X. Calgary Public Library Foundation Update

Ms. Johnson reported that the Eric Klinenberg event and The Locked Library raised new donations and donors. The Self Isolation Readathon was launched and well received by the public.

Since COVID-19, the Foundation has reported 12 new donors, 10 new monthly donors, and the return of 16 lapsed donors, as well as numerous positive comments from donors in support of the Library.

XI. Other Business

MOTION by Ms. Hutchinson and seconded by Ms. Samuels that the Calgary Public Library approve the revised *Strategy and Community Committee Mandate* as presented.

MOTION by Mr. Mehta and seconded by Ms. Hutchinson that the Calgary Public Library Board approve the *Advocacy Priorities* as presented.

Mr. Rodych recommended and received approval to move the next Committee meeting scheduled for April 21 to May, in order to provide more information on the Library's financial position.

Mr. Mehta recommended that the Committee Chairs and CEO meet to plan the best way forward for committee meetings for the next few months.

XII. Adjournment

MOVED by Ms. Hutchinson that the meeting be adjourned at 6.36 pm.

Transcribed by Ms. Dee Adekugbe and Ms. Kathryn Bolton

Mr. Mehta, Chair