

Approved Minutes

Calgary Public Library Board
Online via Microsoft Teams
Wednesday, May 26, 2021
5:30 pm

In Attendance:

Board:

1. Shereen Samuels (Vice-Chair)
2. Haritha Devulapally
3. Councillor Druh Farrell
4. Sandy Gill
5. Crystal Manyfingers
6. Jocelyn Phu
7. Andrew Rodych
8. Sheeba Vijayan

Regrets:

9. Avnish Mehta (Chair)
10. Councillor Evan Woolley

Administration:

1. Sarah Meilleur, CEO, Interim
2. Tracy Johnson, CEO, Calgary Foundation
3. Mary Kapusta, Director, Communications
4. Paul Lane, Director, Corporate Services
5. Heather Robertson, Director, Service Design
6. Shannon Slater, Director, Service Delivery (Interim)

Guest:

1. Terrill Budd, CUPE Local 1169
2. Elsa Gee, CUPE Local 1169
3. Three members of the public

I. Treaty 7 Opening

Amanda Robertson, Executive Assistant to the Calgary Public Library Board, respectfully opened the meeting by acknowledging Moh'kinsstis, the lands where the Elbow and Bow Rivers meet. In the spirit of Truth and Reconciliation, we recognize the ancestral territories, cultures, and oral practices of the Blackfoot people, the Iyârhe Nakoda Nation, the Beaver people of the Tsuut'ina Nation, and the Métis Nation of Alberta, Region 3. Calgary Public Library serves the community on this traditional land and we honor all people who share, celebrate, and steward the Treaty 7 territory of Southern Alberta. This Land Acknowledgement reminds us of the histories that precede us, highlights our responsibilities going forward, and helps bring us together on a shared journey of Truth and Reconciliation.

II. Review of Agenda

MOVED by Jocelyn Phu and seconded by Andrew Rodych that the Calgary Public Library Board approve the agenda for the May 26, 2021 meeting.

Carried unanimously

III. Consent Agenda

MOVED by Haritha Devulapally and seconded by Druh Farrell that the Calgary Public Library Board approve the minutes of the March 31, 2021 meeting.

Carried unanimously

IV. Business Arising

A. Business Arising from the Minutes

None.

B. Advocacy Updates

Jocelyn Phu advised that ALTA has had significant revenue disruptions due to the COVID-19 pandemic and has therefore contracted its financial and administrative support services to The Alberta Library (**TAL**). This change will make it possible for ALTA to continue offering services to its members, including government advocacy, inter-library networking and information sharing.

V. Chair's Report

Shereen Samuels welcomed all in attendance on behalf of Board Chair Avnish Mehta, who sent his regrets.

VI. Operational Report (May 2021)

Sarah Meilleur presented the Operational Report as the new Interim CEO of Calgary Public Library. Meilleur also welcomed Shannon Slater, the new Interim Director, Service Delivery, to the Executive Leadership Team.

Meilleur advised that an announcement made earlier in the day by the Government of Alberta had indicated that the Library may be permitted to re-open by mid-June. Library Administration will continue providing updates to staff and the Board as more information becomes available.

On May 27, 2021, Meilleur and Avnish Mehta will present the Library's annual Civic Partners Report to the Standing Policy Committee on Community and Protective Services. The intention of the presentation will be to convey the Library's important role for the community during the pandemic as well as during the recovery and restoration to come. All present were encouraged to view the City Council live stream of the presentation.

Some of the other operational highlights included the launch of this year's Ultimate Summer Challenge, the continuing popularity of curbside pickup services, and the successful introduction of the Home Delivery book bag initiative in May. Meilleur also drew the Board's attention to the strategic initiatives outlined in the report for more information about the progress being made towards the Library's four-year Strategic Plan.

MOVED by Andrew Rodych and seconded by Sandy Gill to receive the Operational Report as presented.

Carried unanimously

VII. Governance Committee

A. Report of the April 7, 2021 Governance Committee Meeting

Sandy Gill presented the minutes of the April 7, 2021 Governance Committee meeting.

MOVED by Druh Farrell and seconded by Haritha Devulapally to receive the April 7, 2021 Governance Committee report as presented.

Carried unanimously

B. Report of the May 5, 2021 Governance Committee Meeting

Sandy Gill presented the minutes of the May 5, 2021 Governance Committee meeting.

MOVED by Shereen Samuels and seconded by Druh Farrell to receive the May 5, 2021 Governance Committee report as presented.

Carried unanimously

C. Team Charter

Sandy Gill presented a draft Team Charter to the Board for review. The Board did not propose any changes to the document.

MOVED by Sandy Gill and seconded by Shereen Samuels that the Calgary Public Library Board adopt the Team Charter as presented.

Carried unanimously

D. Revised Introduction to Chairing Meetings

Sandy Gill presented two proposed revisions to the Introduction to Chairing Meetings document previously approved in 2020. First, that land acknowledgments be formally assigned in advance of each meeting to allow the Board or other attendee the opportunity to adequately prepare. Second, a recommendation that, at the discretion of the Chair, meetings may begin five minutes after the official start time to allow technology and connection issues to be resolved.

MOVED by Sandy Gill and seconded by Sheeba Vijayan that the revised Introduction to Chairing Meetings document be accepted as presented.

Carried unanimously

E. Board Skills Matrix

Sandy Gill reviewed the Board Skills Matrix and advised that a completed version is now ready to be shared with the search firm.

VIII. Strategy and Community Committee

A. Report of the April 14, 2021 Strategy and Community Committee Meeting

Crystal Manyfingers presented the minutes of the April 14, 2021 Strategy and Community Committee meeting.

MOVED by Jocelyn Phu and seconded by Haritha Devulapally to receive the April 14, 2021 Strategy and Community Committee report as presented.

Carried unanimously

B. Report of the May 11, 2021 Strategy and Community Committee Meeting

Crystal Manyfingers presented the minutes of the May 11, 2021 Strategy and Community Committee meeting.

MOVED by Sandy Gill and seconded by Andrew Rodych to receive the May 11, 2021 Strategy and Community Committee report as presented.

Carried unanimously

C. Revised Strategy and Community Committee Mandate

Crystal Manyfingers proposed a revision to the Strategy and Community Committee mandate allowing the committee to perform the annual review of the Library Fees and Hours of Opening on behalf of the Board. This annual review is required by Library policies and currently requires review at both the committee and Board level.

MOVED by Druh Farrell and seconded by Shereen Samuels to approve the revised Strategy and Community Committee mandate as presented.

Carried unanimously

D. Board and Community Library Connections Update

Crystal Manyfingers advised that with the input of the Governance Committee, the Strategy and Community Committee reviewed the purpose and benefits of the Board and Community Library Connections program. Some Board members have indicated they highly value and enjoy the program while others have found that it is not beneficial in its current form due to the pandemic. Board members wishing to continue maintaining their partnerships with their assigned branches may do so, but the formal expectations placed on both Board members and Service Delivery managers will be suspended until a full review of the program can be completed within the committee's annual workplan. Manyfingers advised that Administration has been instructed to send invitations to all Board members to attend Library events based on availability rather than the relationships between individuals and locations.

IX. Audit and Finance Committee Report

A. Report of the April 28, 2021 Audit and Finance Committee Meeting

Andrew Rodych presented the minutes of the April 28, 2021 Audit and Finance Committee meeting.

MOVED by Sandy Gill and seconded by Shereen Samuels to receive the Audit and Finance Committee report as presented.

Carried unanimously

B. Q1 2021 Risk Review and 2020 Annual Risk Review

Andrew Rodych presented the Q1 2021 Risk Review and 2020 Annual Risk Review.

MOVED by Andrew Rodych and seconded by Crystal Manyfingers to receive the Q1 2021 Risk Review and 2020 Annual Risk Review as presented.

Carried unanimously

C. Strategic Scorecard and Risk Register Target Updates

Andrew Rodych presented a report summarizing the rationale for the Library's strategic measure targets and risk ranges. Overall, risk mitigations were assumed based on regular operations while the targets were calculated against the level of service the Library is able to provide each quarter in response to public health measures.

D. Q1 2021 Controller's Report and Financial Review

Andrew Rodych presented the Q1 2021 Controller's Report and Financial Review. Rodych advised that the committee was satisfied with the Q1 2021 report and expected to see expenditures rise back to regular levels as locations re-open and regular programming resumes.

MOVED by Andrew Rodych and seconded by Crystal Manyfingers to receive the Q1 2021 Controller's Report and Financial Review as presented.

Carried unanimously

X. Calgary Public Library Foundation Update

A. Calgary Public Library Foundation Update

Tracy Johnson presented highlights from the Foundation report and advised that the Calgary Public Library Foundation recently welcomed three new members, Usman Tahir Jutt, Dean Koeller, and Don Sewell. The new members replaced Judith Umbach, Janet Hutchinson, and Carl Landry, whose terms have ended after their long service on the Foundation Board. Judith Umbach had been a significant contributor as Chair of the Foundation Board's Council of Champions. Johnson advised that the Council of Champions will be on hiatus until a new Chair can be appointed.

MOVED by Sandy Gill and seconded by Shereen Samuels to receive the Calgary Public Library Foundation report as presented.

Carried unanimously

XI. Other Business

None.

XII. In Camera

MOVED by Sandy Gill and seconded by Crystal Manyfingers that the Calgary Public Library Board move in Camera.

Carried unanimously

MOVED by Sandy Gill and seconded by Jocelyn Phu that the Calgary Public Library Board rise without reporting.

Carried unanimously

XIII. Adjournment

MOVED by Jocelyn Phu that the meeting be adjourned at 7:20 pm.

Transcribed by Amanda Robertson.

Shereen Samuels, Vice-Chair