

## Approved Minutes

Calgary Public Library Board  
Online via Microsoft Teams  
Wednesday, October 27, 2021  
5:30 pm

### In Attendance:

#### Board:

1. Avnish Mehta (Chair)
2. Shereen Samuels (Vice-Chair)
3. Haritha Devulapally
4. Sandy Gill
5. Crystal Manyfingers
6. Jocelyn Phu
7. Sheeba Vijayan

#### Regrets:

8. Councillor Druh Farrell
9. Andrew Rodych
10. Councillor Evan Woolley

#### Administration:

1. Sarah Meilleur, *CEO*
2. Alexis Apps, *Senior Executive Assistant*
3. Tracy Johnson, *CEO, Calgary Public Library Foundation*
4. Mary Kapusta, *Director, Communications*
5. Paul Lane, *Director, Corporate Services*
6. Amanda Robertson, *Executive Assistant*
7. Heather Robertson, *Director, Service Design*
8. Shannon Slater, *Interim Director, Service Delivery*

#### Guest:

1. Elsa Gee, *CUPE Local 1169*
2. Kathleen Nickel, *CUPE Local 1169*
3. Lori Kerr, *City of Calgary*
4. One member of the public

### I. Treaty 7 Opening

Sarah Meilleur 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 Shereen Samuels and seconded by Haritha Devulapally that the Calgary Public Library Board approve the agenda for the October 27, 2021 meeting.

Carried unanimously

### III. Consent Agenda

**MOVED** by Shereen Samuels and seconded by Haritha Devulapally that the Calgary Public Library Board approve the minutes of the September 29, 2021 meeting.

Carried unanimously

#### **IV. Business Arising**

##### **A. Business Arising from the Minutes**

None.

##### **B. Advocacy Updates**

Jocelyn Phu advised that the Alberta Library Trustees Association (ALTA) has been in talks with the Public Library Services Branch (PLSB) and the Library Association of Alberta (LAA) regarding a webinar grant for hosting a joint online event. Calgary Public Library, Edmonton Public Library, ALTA, and LAA have also been in talks about possibly hosting a networking event in 2022 pending provincial public health restrictions. ALTA has also been engaging with PLSB about the *Libraries Act* red tape reduction consultation process.

Avnish Mehta advised that the Library's participation in the red tape reduction consultation process has been appreciated by both PLSB and by the other library systems throughout Alberta.

#### **V. Chair's Report**

Avnish Mehta congratulated Sarah Meilleur on behalf of the Board for her permanent appointment as CEO of Calgary Public Library.

Mehta recognized the time of transition facing the Library Board as they prepare to welcome new members of the public and two new City Councillors.

#### **VI. Operational Report**

Sarah Meilleur presented highlights from the October Operational Report, including introductions to the newly elected City Council.

Meilleur noted that four Library locations celebrated milestone anniversaries in October: Quarry Park and Nicholls Family reached five years; Shawnessy reached 20 years; and Southwood reached 55 years of operations.

Meilleur shared feedback from the Calgary Emergency Management Agency (CEMA) regarding recent mobile vaccination clinics at Library locations. CEMA appreciates the Library's support with this initiative and as of October 26, 2021, Library locations have hosted 12 vaccination bus visits and over 160 doses have been delivered during those stops.

Meilleur thanked the Board's outgoing members for their contributions and impact during their years of service on the Library Board.

**MOVED** by Jocelyn Phu and seconded by Sheeba Vijayan to receive the Operational Report as presented.

Carried unanimously

## **VII. Governance Committee**

### **A. Report of the October 6, 2021 Governance Committee Meeting**

Shereen Samuels presented the minutes of the October 6, 2021 Governance Committee meeting on behalf of Committee Chair Sandy Gill.

**MOVED** by Shereen Samuels and seconded by Haritha Devulapally to receive the Governance Committee Report as presented.

Carried unanimously

## **VIII. Strategy and Community Committee**

### **A. Report of the October 13, 2021 Strategy and Community Committee Meeting**

Crystal Manyfingers presented the minutes of the October 13, 2021 Strategy and Community Committee meeting.

**MOVED** by Crystal Manyfingers and seconded by Sheeba Vijayan to receive the Governance Committee Report as presented.

Carried unanimously

## **IX. Audit and Finance Committee**

### **A. Report of the October 19, 2021 Audit and Finance Committee Meeting**

Haritha Devulapally presented the minutes of the October 19, 2021 Audit and Finance Committee meeting on behalf of Committee Chair Andrew Rodych. Devulapally noted that the Committee had approved the 2021 Audit Plan as proposed by Deloitte Canada.

**MOVED** by Shereen Samuels and seconded by Avnish Mehta to receive the Audit and Finance Committee report as presented.

Carried unanimously

### **B. Q3 2021 Risk Review**

Haritha Devulapally presented highlights from the Q3 2021 Risk Register review. Devulapally noted two factors with the highest risk scores measured in this period. The first is security incidents at Central Library, the rate of which has decreased significantly as visitor traffic has increased. When excluding incidents that happen outside of the building, this number drops well within the low-risk range.

The second factor Devulapally noted is the municipal grant per capita. Because this number

has not been increasing alongside population growth in Calgary, this presents a risk looking forward as the Library already operates on a lower municipal grant per capita than other comparable library systems.

**MOVED** by Jocelyn Phu and seconded by Sheeba Vijayan to receive the Q2 2021 Risk Register as presented.

Carried unanimously

### **C. Q3 2021 Controller's Report and Financial Review**

Haritha Devulapally presented highlights from the Q3 2021 Controller's Report and Financial Review. Devulapally noted that favourable variances have continued in this reporting period due to lower than projected salary and benefits expenditures. These variances are being reallocated on a quarterly basis by Administration.

Devulapally advised that the \$3M operating reserve fund established in 2021 has remained unchanged and that any deposits or withdrawals from this fund are subject to Board approval based on the recommendations of the Audit and Finance Committee.

**MOVED** by Shereen Samuels and seconded by Crystal Manyfingers to receive the Q3 2021 Controller's Report and Financial Review as presented.

Carried unanimously

## **X. Calgary Public Library Foundation**

### **A. Calgary Public Library Foundation Update**

Tracy Johnson advised that November and December are the busiest months for charitable giving. In anticipation of this active season, the online Library Store has been restocked with new and existing popular products, a direct mail is scheduled to promote My First Bookshelf, and the 2021 Charitable Gift Guide is being prepared for release. The gift guide's aim is to showcase the work the Library does in different priority areas to help donors direct their gifts to the initiatives that interest them most. A donor has committed to matching donations received through the direct mail and gift guide campaigns.

**MOVED** by Jocelyn Phu and seconded by Crystal Manyfingers to receive the Calgary Public Library Foundation Report as presented.

Carried unanimously

## **XI. Other Business**

Avnish Mehta noted that upon final review, the Board has agreed to submit three preferred candidates and three alternates for public appointments to the Board, along with two City Council members.

The Calgary Public Library Board expressed gratitude to Councillor Evan Woolley, Board Chair

Avnish Mehta, and Board Vice-Chair Shereen Samuels for their years of service to the community through their roles on the Library Board.

**XII. Adjournment**

**MOVED** by Avnish Mehta that the meeting be adjourned at 6:55 pm.

Transcribed by Amanda Robertson.

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Avnish Mehta  
Board Chair