

Approved Minutes

**Calgary Public Library Board
Online via Microsoft Teams
Wednesday, January 26, 2022
5:30 pm**

In Attendance:

Board:

1. Sandy Gill (Chair)
2. Andrew Rodych (Vice-Chair)
3. Haritha Devulapally
4. Evan Legate
5. Crystal Manyfingers
6. Councillor Jasmine Mian
7. Councillor Kourtney Penner
8. Jocelyn Phu

Administration:

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

Regrets:

9. Gayle Burnett
10. Sheeba Vijayan

Guest:

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

1. Treaty 7 Opening

Sandy Gill 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.

2. Chair's Opening Remarks

Sandy Gill welcomed all members of the Board, Library administration, and guests to the meeting.

3. Review of Agenda

MOVED by Andrew Rodych and seconded by Crystal Manyfingers that the Calgary Public Library Board approve the agenda for the January 26, 2022 meeting.

Carried unanimously

4. Consent Agenda

MOVED by Crystal Manyfingers and seconded by Andrew Rodych that the Calgary Public Library Board approve the minutes of the December 1, 2021 meeting.

Carried unanimously

5. Business Arising

A. Business Arising from the Minutes

None.

B. Advocacy Updates

Sandy Gill advised that Library leadership has continued to meet with stakeholders at the City of Calgary and other partners. All Board members were encouraged to continue attending virtual events with community partners and to share news of their advocacy efforts at each meeting of the Board.

6. Chair's Report

Sandy Gill advised that all three standing committees met in January and their 2022 workplans are now underway, including preliminary work to prepare the Board for the 2023-2026 strategic planning process.

7. CEO's Report

Sarah Meilleur presented highlights from the CEO's Report, which encompassed both a summary of the Library's successes in 2021 and forward-looking priorities for 2022.

In 2021, the Library accomplished a significant number of its strategic initiatives and supported the community in innovative ways. The Library's Marketing and Communications department created a video celebrating a successful end to 2021 as well as an infographic demonstrating the Library's impact through empirical measurement of activity levels.

2021 was also a year for adapting services that had been or were in danger of being shut down due to public health measures. Some key examples include the homebound readers service, deposit collections, and virtual programs bringing the Library into local classrooms.

Looking to 2022, the focus will shift to reimagining the Library's role in meeting the community's needs. The Library released its Equity, Diversity, and Inclusion commitment statement at an all staff town hall in January and will be continuing work to engage staff and other stakeholders in operationalizing this commitment.

At the same town hall, Library Management highlighted the strategic focus areas for the coming year, which are also available on the Library website and in the January 26, 2022 Board meeting materials. Management has been sharing these focus areas with other civic leaders and has begun forming partnerships to begin executing on this work.

In the coming weeks, Library leadership will take a hopeful, forward-looking approach through the four strategic areas of focus: pandemic response and economic recovery; supporting children and youth; building community resiliency; and planning for the future. These categories have been designed to allow big-picture, visionary thinking while holding space to meet critical community needs in the moment.

MOVED by Jocelyn Phu and seconded by Evan Legate to receive the CEO's Report as presented.

Carried unanimously

8. Governance Committee

A. Report of the January 5, 2022 Governance Committee Meeting

Andrew Rodych presented the minutes of the January 5, 2022 Governance Committee meeting.

MOVED by Haritha Devulapally and seconded by Evan Legate to receive the Governance Committee Report as presented.

Carried unanimously

9. Strategy and Community Committee

A. Report of the January 12, 2022 Strategy and Community Committee Meeting

Crystal Manyfingers presented the minutes of the January 12, 2022 Strategy and Community Committee meeting.

MOVED by Crystal Manyfingers and seconded by Councillor Jasmine Mian to receive the Strategy and Community Committee Report as presented.

Carried unanimously

B. Community Library Liaisons

Crystal Manyfingers presented the slate of proposed Community Library Liaison assignments pairing each public member of the Board with one cluster of Library locations throughout the system. The 2022 pairings were similar to those approved in 2021 with some changes necessary to accommodate the new and departing members.

MOVED by Evan Legate and seconded by Jocelyn Phu to approve the Community Library Liaisons program and assignments as presented.

Carried unanimously

10. Audit and Finance Committee

A. Report of the January 18, 2022 Audit and Finance Committee Meeting

Haritha Devulapally presented the minutes of the January 18, 2022 Audit and Finance

Committee meeting.

MOVED by Andrew Rodych and seconded by Evan Legate to receive the Audit and Finance Committee Report as presented.

Carried unanimously

B. Q4 2021 Risk Register Update

Haritha Devulapally presented the Q4 2021 Risk Register Update.

MOVED by Jocelyn Phu and seconded by Councillor Jasmine Mian to receive the Q4 2021 Risk Register Update as presented.

Carried unanimously

C. 2022 Budget Presentation & Revolving Demand Facility

Haritha Devulapally reviewed the 2022 Budget Report and highlighted the Library's annual review of its \$4.5M unsecured revolving demand facility. This amount will remain unchanged in 2022.

MOVED by Councillor Kourtney Penner and seconded by Evan Legate to approve the \$4.5 million revolving demand facility as presented.

MOVED by Councillor Kourtney Penner and seconded by Evan Legate to receive the 2022 Budget Report as presented.

Carried unanimously

D. 2022 Operating Budget

Haritha Devulapally presented the 2022 Operating Budget.

MOVED by Sandy Gill and seconded by Crystal Manyfingers to approve the 2022 Operating Budget as presented.

Carried unanimously

E. 2022 Lifecycle Work Plan

Haritha Devulapally presented the 2022 Lifecycle Work Plan, which is used to plan for necessary capital expenditures to maintain and replace the Library's assets, such as major renovations or upgrades to vehicles, furniture, and equipment.

MOVED by Crystal Manyfingers and seconded by Andrew Rodych to approve the 2022 Lifecycle Work Plan as presented.

Carried unanimously

F. 2022 Operating Reserve

Haritha Devulapally presented the 2022 Operating Reserve report, highlighting that the \$3M reserve remains unchanged from its establishment in 2021 with no current plans to increase or decrease the amount in the fund.

MOVED by Andrew Rodych and seconded by Councillor Kourtney Penner to receive the 2022 Operating Reserve Report as presented.

Carried unanimously

Sandy Gill and Councillor Kourtney Penner left the meeting at 6:40 pm. Vice-Chair Andrew Rodych continued as Chair for the remainder of the meeting.

11. Calgary Public Library Foundation

A. Calgary Public Library Foundation Update

Tracy Johnson presented the Calgary Public Library Foundation report. Based on preliminary 2021 year end accounting, the Foundation exceeded its projections and raised approximately \$5.3M.

In February, the Foundation will launch a direct mail campaign, host a virtual Locked Library event, and release several new products in the Library Store leading up to Valentine's Day.

MOVED by Haritha Devulapally and seconded by Jocelyn Phu to receive the Calgary Public Library Foundation Report as presented.

Carried unanimously

12. Other Business

None.

13. Adjournment

MOVED by Jocelyn Phu that the meeting be adjourned at 6:45 pm.

Transcribed by Amanda Robertson.

Sandy Gill
Board Chair