

Approved Minutes  
Calgary Public Library Board  
Online via Microsoft Teams  
Wednesday, September 28, 2022  
5:30 pm

**In Attendance:**

**Board:**

1. Sandy Gill (Chair)
2. Al-Karim Khimji
3. Evan Legate
4. Crystal Manyfingers
5. Councillor Jasmine Mian
6. Andrew Rodych
7. Sheeba Vijayan

**Administration:**

1. Sarah Meilleur, *CEO*
2. Alexis Apps, *Senior Executive Assistant*
3. Tracy Johnson, *CEO, Calgary Public Library Foundation*
4. Mary Kapusta, *Director, Communications and Engagement*
5. Paul Lane, *Director, Strategy and Planning*
6. Melissa Legacy, *Director, Visitor Experience*
7. Amanda Robertson, *Executive Assistant*
8. Heather Robertson, *Director, Service Design and Innovation*

**Regrets:**

8. Councillor Kourtney Penner

**Guest:**

1. Elsa Gee, *CUPE Local 1169*
2. Kathleen Nickel, *CUPE Local 1169*
3. One member of the public

**1. Treaty 7 Opening**

Andrew Rodych 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 Welcoming Remarks**

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

**3. Review of Agenda**

**MOVED** by Sandy Gill and seconded by Crystal Manyfingers that the Calgary Public Library Board approve the agenda for the September 28, 2022 meeting as presented.

Carried unanimously

#### **4. Consent Agenda**

**MOVED** by Sandy Gill and seconded by Crystal Manyfingers that the Calgary Public Library Board approve the minutes of the June 22, 2022 meeting.

Carried unanimously

#### **5. Business Arising**

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

None.

#### **6. Chair's Report**

Sandy Gill recognized the work of Library staff and partners related to the recent return to increased programs and service offerings as in-person events have resumed. Sandy Gill shared her experience at a recent staff appreciation event at the Calgary Zoo, which provided an opportunity for Board members to connect with employees and their families in person while expressing their gratitude for the hard work that has gone into the re-opening of the Library to the public.

#### **7. Chief Executive Officer's Report**

Sarah Meilleur presented highlights from the CEO's Report.

Meilleur advised that this summer was marked by several successful initiatives. There has been a more than 50 per cent increase in visitation in July and August 2022 over the same period in 2021. This is being driven by system-wide activations and a significant increase in programming. Library staff delivered over 2,500 programs for all ages and interests. More than 18,000 community members registered for Ultimate Summer Challenge, the Library's largest summer program. Superhero Day alone saw a 27 per cent increase in visitors over the previous Saturday. Active Library memberships now exceed 745,000, reaching the highest number in the history of Calgary Public Library.

Professional development continues to show its importance as the Library moves closer to pre-pandemic usage levels. Nearly 20 per cent of Library staff were hired after the beginning of the pandemic, meaning that a significant portion of staff are seeing regular activity levels for the first time and are receiving additional support and training to ensure they are supported to provide excellent visitor experiences.

The Library prioritizes and values inclusion and ensuring that everyone feels they belong at the Library. One of the ways in which the Library is operationalizing this value is through the launch of a sensory backpack program. Piloted at Fish Creek Library, this new initiative benefits children and their caregivers who need tools to make the Library accessible when it might otherwise be too stimulating for some visitors.

All Library locations except Central will be closed on September 30 in observance of the National Day for Truth and Reconciliation, or Orange Shirt Day. At Central, there will be a full day of programming, including a Kairos Blanket Exercise, displays highlighting Indigenous placemaking,

and all-day screenings of short films in the Patricia A. Whelan Performance Hall. This will be followed by an evening screening of Night Raiders, a film examining the forced assimilation of Indigenous people through colonial practices.

Meilleur has been connecting with city councillors and the mayor to share the Library's new strategic plan and to discuss budget needs for the Library's future. Meilleur shared that councillors have been responsive and understanding of the importance of the Library in their constituents' lives.

The 2023 – 2026 Strategic Plan will be launched in November. The Library's Service Design team led an Innovation Engine project to generate ideas for the best ways the Library might have an impact on the community in the coming year. This initiative resulted in thousands of ideas from staff whose bold suggestions have provided insights into new ways the Library might serve the community.

Work has continued on the Equity, Diversity, Inclusion, and Belonging strategy and roadmap. Library leadership continues to work with an external consultant. Over the summer, Library staff participated in focus groups and in an all-staff survey. The Library has been undergoing a significant review of its procedures and policies while developing new initiatives to address employee feedback on employee resource groups, mentorship opportunities, internal communications, and psychological safety in the workplace.

This year marks 110 years of Calgary Public Library serving the community. Meilleur advised that the celebrations will begin on October 15 with Love Your Library Day.

**MOVED** by Evan Legate and seconded by Crystal Manyfingers that the Chief Executive Officer's Report be received for information as presented.

Carried unanimously

## **8. Governance Committee**

### **A. Report of the September 7, 2022 Governance Committee Meeting**

Andrew Rodych presented the minutes of the September 7, 2022 Governance Committee meeting.

**MOVED** by Andrew Rodych and seconded by Sheeba Vijayan that the September 7, 2022 Governance Committee Report be received for information as presented.

Carried unanimously

## **9. Strategy and Community Committee**

### **A. Report of the September 14, 2022 Strategy and Community Committee Meeting**

Crystal Manyfingers presented the minutes of the September 14, 2022 Strategy and Community Committee meeting.

**MOVED** by Sandy Gill and seconded by Jasmine Mian that the September 14, 2022 Strategy and

Community Committee Report be received for information as presented.

Carried unanimously

## **10. Audit and Finance Committee**

### **A. Report of the July 19, 2022 Audit and Finance Committee Meeting**

Evan Legate presented the minutes of the July 19, 2022 Audit and Finance Committee meeting.

**MOVED** by Jasmine Mian and seconded by Crystal Manyfingers that the July 19, 2022 Audit and Finance Committee Report be received for information as presented.

Carried unanimously

### **B. Q2 2022 Risk Register Review**

Evan Legate presented highlights from the Q2 2022 Risk Register Review.

**MOVED** by Crystal Manyfingers and seconded by Jasmine Mian that the Q2 2022 Risk Register Review be received for information as presented.

Carried unanimously

### **C. Q2 2022 Controller's Report and Financial Review**

Evan Legate presented the Q2 2022 Controller's Report and Financial Review.

**MOVED** by Crystal Manyfingers and seconded by Jasmine Mian to receive the Q2 2022 Controller's Report and Financial Review as presented.

Carried unanimously

## **11. Calgary Public Library Foundation**

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

Tracy Johnson presented highlights from the Calgary Public Library Foundation report.

In September, two members of the Foundation Board hosted a successful event at Central Library, showcasing the important work of the Library to Calgarians.

Some donors have expressed interest in forming an endowment program with a formal investment strategy. Until now, such gifts to the Foundation have been made as informal endowments.

On November 1, the Foundation will be hosting an event in collaboration with Library leadership to launch the 2023 – 2026 Strategic Plan to select partners. All members of the Library Board will be asked to attend on behalf of the Library.

**MOVED** by Jasmine Mian and seconded by Sheeba Vijayan to receive the Calgary Public Library Foundation Report as presented.

Carried unanimously

## **12. Other Business**

None.

## **13. In Camera**

**MOVED** by Sandy Gill and seconded by Andrew Rodych that the Calgary Public Library Board move In Camera at 6:35 pm.

Carried unanimously

*Al-Karim Khimji joined the in camera discussion at 7:44 pm.*

**MOVED by Andrew Rodych and seconded by Evan Legate that the Calgary Public Library Board rise and report.**

### **Report:**

1. Information regarding Board nominations provided In Camera to the Calgary Public Library Board on September 28, 2022, remain confidential under the Freedom of Information and Protection of Privacy Act; and further that the Calgary Public Library Board approve the recommendations of the ad hoc Board recruitment committee on Board appointment candidates and that these candidates be recommended to City Council for its appointment process.

Carried unanimously

2. Information regarding the Calgary Public Library Business Plan and Budget Summary provided In Camera to the Calgary Public Library Board on September 28, 2022, remain confidential under the Freedom of Information and Protection of Privacy Act; and further that the Calgary Public Library Board approve the plan for recommendation to City Council for its budget process.

Carried unanimously

3. Information regarding the Chief Executive Officer Performance Review provided In Camera to the Calgary Public Library Board on September 28, 2022, remain confidential under the Freedom of Information and Protection of Privacy Act; and further that the Calgary Public Library Board approve the review as presented.

Carried unanimously

**14. Adjournment**

**MOVED** by Sandy Gill that the meeting be adjourned at 8:31 pm.

Transcribed by Amanda Robertson.

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Sandy Gill  
Board Chair