

Approved Minutes
Calgary Public Library Board
Central Library Boardroom 0-11
Wednesday, November 29, 2023
5:30 pm

In Attendance:

Board:

- Evan Legate (Chair)
- Kate Andrews
- Haritha Devulapally
- Gillian Hynes
- Al-Karim Khimji
- Crystal Manyfingers
- Aaron J. Noga
- Councillor Kourtney Penner (Remote)
- Dana Saric (Remote)
- Margaret Wu (Remote)

- Laura Komianos, *Executive Assistant*
- Paul Lane, *Director, Strategy and Planning*
- Melissa Legacy, *Director, Visitor Experience*
- Manjula Nanjappa, *Director, Technology*
- Amanda Robertson, *Executive Assistant*
- Heather Robertson, *Director, Service Design and Innovation*

Administration:

- Sarah Meilleur, *CEO*
- Tracy Johnson, *CEO, Calgary Public Library Foundation (Remote)*

Guests:

- Terrill Budd, *CUPE Local 1169*
- Elsa Gee, *CUPE Local 1169*
- Amanda Lin, *Bow Valley College*

1. Treaty 7 Opening

With gratitude, mutual respect, and reciprocity, Evan Legate opened the meeting by acknowledging the ancestral home, culture, and oral teachings of the Treaty 7 signatories which includes the Siksika Nation, Piikani Nation, Kainai Nation, the Îethka Stoney Nakoda Nation, consisting of the Chiniki, Bearspaw, and Good Stoney Bands, and the people of the Tsuut'ina Nation. We also recognize the Métis people of Alberta who call Treaty 7 their home.

At Calgary Public Library we celebrate stories: the stories of the community and the land that we live on. We serve the community on Wîcîspa, Guts'ists'I, and Moh'kinstsis, which describes the gathering place where the Bow and Elbow rivers meet. We respect all people who share, celebrate, and care for the Treaty 7 territory of southern Alberta and we honour the original caretakers of the land who remind us of the ongoing histories that precede us. We recognize our shared responsibilities going forward to help bring everyone together on this journey of Truth and Reconciliation.

2. Chair's Welcoming Remarks

The new Calgary Public Library Board Chair, Evan Legate, welcomed all members of the Board, Library Administration, and guests to the first meeting of the new Board term. Legate shared a particular welcome to the four newest members of the Board: Kate Andrews, Gillian Hynes, Aaron J. Noga, and Margaret Wu.

3. Review of Agenda

MOVED by Al-Karim Khimji and seconded by Kate Andrews that the Calgary Public Library Board approve the agenda for the November 29, 2023 meeting as presented.

Carried unanimously

4. Consent Agenda

Evan Legate read the item listed under the consent agenda:

- A. To approve the minutes of the September 27, 2023 Board meeting
- B. To approve the minutes of the November 8, 2023 Board Organizational meeting

MOVED by Haritha Devulapally and seconded by Kourtney Penner that the Calgary Public Library Board approve the Consent Agenda as presented.

Carried unanimously

5. Business Arising

None.

6. Chair's Report

Evan Legate shared that he has partially completed a series of meetings with each member of the Board to discuss plans and goals for 2024.

Following the Organizational meeting on November 8, Legate travelled to Enoch, Alberta for the Stronger Together libraries conference to connect with other boards as well as Alberta Library Trustees Association (ALTA) representatives to discuss the Calgary Public Library Board's capacity to resume contributing to province-wide discussions in a more formal capacity. ALTA was receptive to this discussion and asked that the Calgary Public Library Board proceed with selecting a representative and alternate on the ALTA Board.

Legate recommended that the Board connect with the Elders Guidance Circle in 2024 to further Board commitments to Truth and Reconciliation.

7. Chief Executive Officer's Report

Sarah Meilleur presented highlights from the CEO's Report.

A significant recent development was City Council's work approving the budget for 2024. One of the budget items impacting the Library included additional funds to support Symons Valley infrastructure work required to prepare that site for the construction of a new community library. Another budget item impacting the Library included additional funds to cover increased costs of construction for other City capital projects, including the other new library locations being planned. Council also approved one-time funding to support Civic Partners like the Library who are dealing with additional safety and security concerns. The means of allocating that funding have not yet been announced but the Library expects to hear more shortly.

After reviewing numerous highlights in programs, services, partnerships, and initiatives undertaken by the Library in 2023, Meilleur advised that Administration is beginning to refine its workplan for 2024 and will be making a presentation on that topic at the January 17, 2024 Strategy and Community Committee meeting.

At the June meeting of the Board, Administration had been asked to consider any recommendations it may have for changes to the format of the CEO Report. Meilleur advised that based on an analysis of the use and impact of the report, particularly in sharing updates with the Board, staff, and the public, Administration does not recommend any changes at this time, but valued the opportunity to review and analyze the process and impact.

MOVED by Al-Karim Khimji and seconded by Crystal Manyfingers that the Chief Executive Officer's Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

8. Governance Committee

A. Report of the October 3, 2023 Governance Committee Meeting

Haritha Devulapally presented the minutes of the October 3, 2023 Governance Committee meeting.

Devulapally advised that after receiving feedback during a departing Board member's exit interview, succession planning was taken into greater consideration when assigning Board mentors and mentees at the Organizational meeting.

MOVED by Crystal Manyfingers and seconded by Kate Andrews that the October 3, 2023 Governance Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

9. Strategy and Community Committee

A. Report of the October 11, 2023 Strategy and Community Committee Meeting

Al-Karim Khimji presented the minutes of the October 11, 2023 Strategy and Community Committee meeting.

MOVED by Haritha Devulapally and seconded by Gillian Hynes that the October 11, 2023 Strategy and Community Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

10. Audit and Finance Committee

A. Report of the October 17, 2023 Audit and Finance Committee Meeting

Haritha Devulapally presented the minutes of the October 17, 2023 Audit and Finance Committee meeting.

The Board discussed the continued use of one firm as an external auditor rather than changing service providers periodically as is the typical practice in professional accounting. The auditor's contract is awarded by the City of Calgary (the City). The Board directed Administration to provide clarification at a subsequent meeting regarding this practice.

The Board discussed whether Environmental, Social, and Governance (ESG) requirements

from the City are a potential risk. The Board directed Administration to include a discussion of risk metrics to the Audit and Finance Committee workplan in 2024.

MOVED by Kate Andrews and seconded by Aaron J. Noga that the October 17, 2023 Audit and Finance Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

B. Q3 2023 Risk Register

Haritha Devulapally reviewed the Q3 2023 Risk Register.

MOVED by Kate Andrews and seconded by Aaron J. Noga that the Q3 2023 Risk Register be received by the Calgary Public Library Board for information as presented.

Carried unanimously

C. Q3 2023 Controller's Report and Financial Statements

Haritha Devulapally reviewed the Q3 2023 Controller's Report and Financial Statements.

MOVED by Kate Andrews and seconded by Aaron J. Noga that the Q3 2023 Controller's Report and Financial Statements be received by the Calgary Public Library Board for information 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.

Highlights included Lit Gala in October, Locked Library raising \$30,000 from 840 players, a fundraising breakfast on Giving Tuesday that raised \$110,000 from just under 100 attendees, the Buy a Brick campaign for Engine 23, large donations arriving related to fire safety, and the final 50/50 raffle of the year.

The Foundation has launched the Charitable Gift Guide for 2024 to help donors allocate their gifts towards the causes they feel most passionate about supporting.

MOVED by Al-Karim Khimji and seconded by Gillian Hynes that the Calgary Public Library Foundation Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

12. Board Workplan Review

Evan Legate presented the workplan for the Board's reference. The Board recommended that the Retreat Planning Committee meet under the leadership of Gillian Hynes before the January Board meeting.

13. Board Recognition

Evan Legate expressed gratitude to Councillor Jasmine Mian for her years of dedicated service upon her departure from the Calgary Public Library Board as of City Council's recent Organizational Meeting.

14. Other Business

None.

15. In Camera

MOVED by Al-Karim Khimji and seconded by Crystal Manyfingers that the Calgary Public Library Board move in camera at 6:55 pm.

Carried unanimously

The Board dismissed all others from the meeting with the exception of Sarah Meilleur, Mary Kapusta, Laura Komianos, Paul Lane, Melissa Legacy, Manjula Nanjappa, Heather Robertson, and Amanda Robertson.

At 7:05 pm, the Board dismissed all others from the meeting to resume the in camera discussion.

MOVED by Kate Andrews and seconded by Crystal Manyfingers that the Calgary Public Library Board rise and report.

Report:

1. Information provided In Camera to the Calgary Public Library Board dated November 29, 2023, remain confidential under the Freedom of Information and Protection of Privacy Act; and further that the Calgary Public Library Board nominate Gillian Hynes as the Board's representative to the Alberta Library Trustees Association Board.
2. Information provided In Camera to the Calgary Public Library Board dated November 29, 2023, remain confidential under the Freedom of Information and Protection of Privacy Act; and further that the Calgary Public Library Board nominate Aaron J. Noga as the Board's alternate representative to the Alberta Library Trustees Association Board.

Carried unanimously

16. Adjournment

MOVED by Haritha Devulapally that the meeting be adjourned at 7:15 pm.

Transcribed by Amanda Robertson.

Evan Legate
Board Chair