

**Approved Minutes  
Calgary Public Library Board  
Online via Microsoft Teams  
Wednesday, March 20, 2024  
5:30 pm**

**In Attendance:**

**Board:**

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

**Regrets:**

- Haritha Devulapally
- Margaret Wu

**Administration:**

- Sarah Meilleur, *CEO*
- Tracy Johnson, *CEO, Calgary Public Library Foundation*
- Jim Chisholm, *Director, Technology*
- Mary Kapusta, *Director, Communications and Engagement*
- Laura Komianos, *Executive Assistant*
- Paul Lane, *Director, Strategy and Planning*
- Melissa Legacy, *Director, Visitor Experience*
- Amanda Robertson, *Executive Assistant*
- Heather Robertson, *Director, Service Design and Innovation*

**Guest Speakers:**

- Diana Davidson, *Director, Public Library Services Branch*

**Guests:**

- Terrill Budd, *CUPE Local 1169*
- Elsa Gee, *CUPE Local 1169*
- One member of the public

**1. Treaty 7 Opening**

Dana Saric opened the meeting respectfully with a land acknowledgment. The Calgary Public Library Board opens all meetings 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, Bears paw, 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**

Evan Legate welcomed all members of the Board, Library Administration, Public Library Services Branch (PLSB), CUPE representatives, and members of the public to the meeting. He expressed appreciation for the flexibility of all present in adjusting to an online meeting when travel conditions prevented the Board from meeting in person as previously planned.

## **3. Review of Agenda**

**MOVED** by Gillian Hynes and seconded by Kate Andrews that the Calgary Public Library Board approve the agenda for the March 20, 2024 meeting as presented.

Carried unanimously

## **4. Consent Agenda**

The consent agenda included the following item:

- A. To approve the minutes of the January 31, 2024 Board meeting

**MOVED** by Aaron J. Noga and seconded by Kate Andrews that the Calgary Public Library Board approve the Consent Agenda as presented.

Carried unanimously

## **5. Business Arising**

### **A. Alberta Library Trustees Association Report**

Gillian Hynes advised that the next meeting of the Alberta Library Trustees Association will take place on Thursday, March 21, 2024 and that she will provide a report at the May 29, 2024 meeting of the Calgary Public Library Board.

### **B. Other Business Arising**

None.

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

Evan Legate shared that he and Margaret Wu recently attended the Calgary Public Library Foundation Board annual retreat and was struck by the dedication of the Foundation Board's members in fulfilling their mission of building the best library system in the world. He found their passion inspiring, particularly for projects like Engine 23.

Legate noted that he and Al-Karim Khimji continue to have biweekly meetings with Sarah Meilleur to keep strong lines of communication between the CEO and the Board.

Legate advised that he recently engaged with the Elders Guidance Circle during open office hours at Central Library and encouraged all Board members to take advantage of the opportunity to learn directly from the Elders supporting the Library.

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

### **A. CEO's Report**

Sarah Meilleur presented operational highlights from February and March 2024.

Freedom to Read Week took place in February, an important occasion that should not be taken for granted. The American Library Association and the Canadian Federation of Library Associations have been sharing higher numbers than ever before of challenges to library books. Each year, the Library presents one book to the Mayor and City Council to observe Freedom to Read Week. This year, Meilleur presented five books representing the different types of materials that receive the most challenges, based on sexuality, gender, history, race, and 2SLGBTQIA+ content. Meilleur also published an op-ed in the Calgary Herald addressing the importance of intellectual freedom and the role libraries play in supporting that principle across Canada. The Library also celebrated the occasion with the Leap into Love reading challenge, focused on love stories and highlighting many titles that have been challenged or that might be outside the mainstream.

The Library has received confirmation from the Minister of Municipal Affairs that there will be stable funding from last year. Library Leadership appreciates the stability and also maintains an ongoing dialogue with Minister McIver and his office on the benefits of both increasing per capita funding and also linking the per capita amount to the most current population data to ensure libraries are adequately resourced as Calgary's population continues to grow at one of the highest rates in Canada.

The Library received \$750,000 from the City of Calgary in one-time funding to support safety and security efforts. This fund must be spent by the end of 2024 and will facilitate training and supports for staff, additional security and staffing resources, and partnership work to mitigate the community challenges being experienced. The Library will continue to work with the City to seek ongoing investment to help mitigate safety and security issues as the community is dealing with increased addiction, mental health challenges, housing shortages, economic inflation, and other matters the Library is not positioned to solve directly.

The Library was proud to support the launch of the Canadian Urban Libraries Council (CULC) safety and security toolkit for public libraries to share best practices, strategies, tips, and approaches to be applied in more local contexts across Canada.

Work continues on Prototype Skyview, the new temporary location leased in Sky Pointe Landing. This 3,000 square foot location will be a space for trialing and testing services with potential for scaling up across the system. Library staff are excited to begin serving the surrounding community, supporting them as they build their library habits and wait for their permanent library. Prototype Skyview will be focused on digital and technology services to begin and will continue to adapt and shift based on community consultation and usage data.

Contemporary Calgary has partnered with the Library to lend out access passes to their gallery. Library members can now check out and leave their own artwork inside the book-like

passes.

In February, the Library hosted well-attended Family Day celebrations across the system. February also marked Teacher's Convention at Central Library, which saw nearly 1,000 teachers attend sessions learning how best to utilize the Library in supporting their students.

In April, the Library will host a funding announcement for support of the Wellness Desk. Later in the month, the long-awaited Engine 23 will launch at Fish Creek with a series of events tailored to donors, the media, and the public.

## **B. Public Library Services Branch Update**

Diana Davidson joined the meeting from Edmonton, Alberta. Davidson introduced her role at Public Library Services Branch (PLSB) and shared recent operational highlights from her organization.

In recent years, PLSB has welcomed three new library boards in First Nations communities across Alberta. PLSB continues to provide a small grant to Calgary Public Library each year to subsidize the support the Library provides to First Nations and Métis users.

All library boards will be eligible for the same funding level in 2024 as was received in 2023. The 2023 funding level marked the first increase libraries had received in a few years. The Ministry of Municipal Affairs has heard the concerns of libraries about tying funding to more recent and significantly increased population data.

In addition to the operating grant, the Province of Alberta also provides, through PLSB, network supports, Supernet connectivity for libraries across the province, interlibrary loan delivery, and an econtent digital resources suite that includes language learning software, world newspaper services, ebooks, audiobooks, and the Read Alberta ebook project in partnership with the Book Publishers Association of Alberta and the Alberta Magazines Publishing Association.

PLSB will host a symposium in June in Strathcona with a focus on digital literacy. The symposium will include two days of sessions and speakers, lightning rounds, lessons learned, and networking for anyone in the province who wishes to attend. More information about registration will follow in due course.

PLSB was hosted by the Library in late 2023 for an opportunity to provide accessibility training, particularly to staff responsible for creating digital content. PLSB shared stories about what it means to read diversely, particularly with print disabilities. Davidson advised that Calgary Public Library is a leader on accessibility and appreciates the Library's support as this training is being introduced to more Alberta libraries.

The Library sent Indigenous Services staff to a PLSB event hosted in Maskwacis on the Samson Cree Nation, hosted by the Parkland Regional Library System. This meeting was an opportunity for Indigenous library workers across the province to share information and build connections. PLSB appreciates Calgary Public Library's sincere efforts at Reconciliation and ensuring the accessibility of Indigenous resources.

## **8. Governance Committee**

### **A. Report of the February 7, 2024 Governance Committee Meeting**

Dana Saric presented the minutes of the February 7, 2024 Governance Committee meeting.

**MOVED** by Kate Andrews and seconded by Gillian Hynes that the January 10, 2024 Governance Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

### **B. Report of the March 6, 2024 Governance Committee Meeting**

Dana Saric presented the minutes of the March 6, 2024 Governance Committee meeting.

**MOVED** by Kate Andrews and seconded by Gillian Hynes that the January 10, 2024 Governance Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

### **C. Volunteer Committee Member Guideline**

Dana Saric presented the new Volunteer Committee Member Guideline document for the Board to review and approve.

**MOVED** by Crystal Manyfingers and seconded by Kate Andrews that the Volunteer Committee Member Guideline be approved by the Calgary Public Library Board for information as presented, and that Library Administration make a copy of this guideline accessible to all Board members in the digital Board Handbook and Resources.

Carried unanimously

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

### **A. Report of the February 14, 2024 Strategy and Community Committee Meeting**

Crystal Manyfingers presented the minutes of the February 14, 2024 Strategy and Community Committee meeting.

**MOVED** by Gillian Hynes and seconded by Kate Andrews that the February 14, 2024 Strategy and Community Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

### **B. Board Retreat Planning Committee Update**

Gillian Hynes advised that the retreat preparations are progressing well for a day focused on the theme of connection. The day will begin with an in camera discussion for the Board, followed by a blessing and teaching from a Treaty 7 Elder. The Planning Committee will meet on March 25 to select a facilitator for the teambuilding session and discussions are underway for the best approach to a session on connecting Board members with the Library's strategic

plan. To close the day, Crystal Manyfingers has agreed to facilitate a sharing circle.

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

### **A. Report of the March 13, 2024 Audit and Finance Committee Meeting**

Aaron J. Noga presented the minutes of the March 13, 2024 Audit and Finance Committee meeting.

**MOVED** by Crystal Manyfingers and seconded by Dana Saric that the January 24, 2024 Audit and Finance Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

### **B. Controller's Report for the Year Ended December 31, 2023**

Aaron J. Noga reviewed the Controller's Report for the year ended December 31, 2023.

**MOVED** by Crystal Manyfingers and seconded by Dana Saric that the Controller's Report for the year ended December 31, 2023 be received by the Calgary Public Library Board for information as presented.

Carried unanimously

### **C. Audit Report for the Year Ended December 31, 2023**

Aaron J. Noga reviewed the Audit Report for the year ended December 31, 2023.

**MOVED** by Crystal Manyfingers and seconded by Dana Saric that the Audit Report for the year ended December 31, 2023 be received by the Calgary Public Library Board for information as presented.

Carried unanimously

### **D. Audited Financial Statements for the Year Ended December 31, 2023**

Aaron J. Noga reviewed the Audited Financial Statements for the year ended December 31, 2023.

**MOVED** by Gillian Hynes and seconded by Dana Saric that the Audited Financial Statements for the year ended December 31, 2023 be approved by the Calgary Public Library Board 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.

The Foundation is celebrating successful campaigns and partnerships leading to the launch of Engine 23, including Buy a Brick, Ladder up on Literacy, and partnered storytimes with South

Centre Mall to build anticipation in the community.

The Foundation has been seeing positive results so far from a direct mail campaign currently in market. There have also been two significant five-year pledges made recently, which are an encouraging sign in a charitable giving environment that has been impacted by recent economic uncertainty.

Library Giving Day is April 3 and is observed by libraries across North America. This year, the Foundation will ask donors to Pay It Forward after considering what the Library gives to them and how they can give back to the Library. The next direct mail campaign will arrive mid April and then several events will take place in April, followed by a tea for the Epilogue Society in May to recognize legacy donors in life rather than after their gifts are realized.

The Library Board is invited to attend the Foundation Annual General Meeting on May 21, 2024.

**MOVED** by Kourtney Penner and seconded by Kate Andrews 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**

No changes were requested at this time.

## **13. Other Business**

None.

## **14. Adjournment**

**MOVED** by Kate Andrews that the meeting be adjourned at 6:37 pm.

Transcribed by Amanda Robertson.

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Evan Legate  
Board Chair