

**Approved Minutes**  
**Calgary Public Library Board**  
**Central Library, Boardroom 0-11**  
**Wednesday, June 26, 2024**  
**5:30 pm**

**In Attendance:**

**Board:**

- Evan Legate (Chair)
- Kate Andrews
- Al-Karim Khimji
- Crystal Manyfingers
- Margaret Wu

**Remote Attendance:**

- Haritha Devulapally
- Gillian Hynes
- Aaron J. Noga

**Regrets:**

- Councillor Kourtney Penner
- Dana Saric

**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*

**Guests:**

- Elsa Gee, *CUPE Local 1169*
- Terrill Budd, *CUPE Local 1169*

**1. Treaty 7 Opening**

Kate Andrews 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, 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**

Evan Legate welcomed all members of the Board, Library Administration, and CUPE representatives to the meeting.

## **3. Review of Agenda**

Evan Legate advised the Board of three amendments to the agenda as it had been circulated: that it is Kate Andrews and not Crystal Manyfingers who will be presenting reports from the Strategy and Community Committee; that it is Legate and not Dana Saric who will be presenting reports from the Governance Committee; and that the first report will be from the Strategy and Community Committee.

**MOVED** by Kate Andrews and seconded by Al-Karim Khimji that the Calgary Public Library Board approve the agenda for the June 26, 2024 meeting as amended.

Carried unanimously

## **4. Consent Agenda**

The consent agenda included the following item:

- A. To approve the minutes of the May 29, 2024 Board meeting

**MOVED** by Margaret Wu and seconded by Crystal Manyfingers 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 Alberta Library Trustees Association (ALTA) successfully met quorum and held an Annual General Meeting in June. ALTA passed a motion to reduce the quorum requirement as laid out in its bylaw to nine member organizations.

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

None.

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

Evan Legate advised that he has recently been engaging in government relations alongside Sarah Meilleur, who he commended for representing the Library well in those discussions. The CEO 360 survey and interview process has been completed and the Board will discuss those

results in camera today in accordance with the Calgary Public Library Board Governance Bylaw and the *Libraries Act*.

## **7. CEO's Report**

Sarah Meilleur presented operational highlights from June 2024.

June has been spent winding down the school year and beginning summer programming while celebrations for National Indigenous History Month continue to the end of the month. At last count, Ultimate Summer Challenge has over 5,000 registrants and will begin on July 1. Members may continue to register until August 31.

Meilleur recently attended a Rotary Club luncheon featuring their partnership with Inclusion Alberta. The Library is proud to be the largest employment partner of Inclusion Alberta with 15 current staff being introduced to the Library through a program designed to facilitate meaningful employment for Albertans living with intellectual disabilities.

On June 11, Meilleur and Board Chair Evan Legate hosted Dr. Chika Daniels from the office of the Premier of Alberta for a tour of Central Library. This was an opportunity to showcase the ways in which the Library makes a difference for newcomers and the community as a whole despite the challenges presented by steep population growth and static funding.

At a recent meeting with Mayor Jyoti Gondek and the Downtown Safety Leadership Table, leaders from various downtown institutions heard reports and actions being taken by the City to mitigate safety and security issues. The Library was clear about sharing its successes and its gratitude for safety and security funding while recognizing there continue to be root causes of these issues that need to be addressed for more sustainable results.

Looking ahead, Prototype Skyview will open later this year with dates still being confirmed. National Indigenous History Month continues until the end of June and Indigenous Services programming takes place year-round, including the Powwow Trail 101 series taking place all summer long at various locations to prepare community members for the etiquette and history of attending Treaty 7 powwows.

After hearing the CEO's Report, the Board directed Administration to provide key messaging to support Board members' advocacy as they engage with the community during Stampede and the summer social season.

**MOVED** by Crystal Manyfingers and seconded by Kate Andrews that the CEO's Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

*Crystal Manyfingers left the meeting at 5:50 pm.*

## **8. Strategy and Community Committee**

### **A. Report of the June 24, 2024 Strategy and Community Committee Meeting**

Kate Andrews presented verbal highlights from the June 24, 2024 Strategy and Community Committee meeting. The meeting minutes will be included in the meeting materials for the next Regular Meeting of the Board on September 25, 2024.

The Committee heard reports from Collections regarding collections updates and trends as

well as from Service Design regarding the service design approach to innovation at the Library. The Committee reviewed takeaways from the 2024 Board Retreat and made recommendations for the 2025 Retreat Planning Committee to take under consideration.

A Newcomers spotlight report has been added to the Strategy and Community Committee workplan in October.

**MOVED** by Al-Karim Khimji and seconded by Margaret Wu that the June 24, 2024 Strategy and Community Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

## **9. Governance Committee**

### **A. Report of the June 5, 2024 Governance Committee Meeting**

Evan Legate presented the minutes of the June 5, 2024 Governance Committee meeting.

**MOVED** by Haritha Devulapally and seconded by Gillian Hynes that the June 5, 2024 Governance Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

### **B. Calgary Public Library Board Bylaw Review**

Evan Legate presented a revised version of the Calgary Public Library Board Bylaw recommended to the Board by the Governance Committee for approval and adoption effective immediately. The Board agreed to approve and adopt the revised Bylaw, with changes as follows:

- Bylaw 2.1 Definitions: clarification and correction of acronym
- Bylaw 2.2 Interpretation: removal of outdated language
- Bylaw 3.3 Vice-Chair: clarification
- Bylaw 3.4 Temporary Chair: clarification
- Bylaw 4.4 Attendance: update to reflect actual practice
- Bylaw 5.1 Standing Committees: increase of quorum for standing committees from two voting members to three
- Bylaw 6.3 Administrative Policies: clarification
- Bylaw 7.1 Bylaw Revision: clarification and correction of acronym
- Bylaw 7.3 Board Member Performance and Indemnification: amendment to include the responsibilities and process of the Board for reporting breach of Bylaw
- Bylaw 7.4 Conflict of Interest: addition of new section to reflect the responsibilities and process of the Board for reporting conflicts of interest

**MOVED** by Kate Andrews and seconded by Aaron J. Noga that the Calgary Public Library Board Governance Bylaw be approved and adopted effective immediately as presented.

Carried unanimously

## **10. Calgary Public Library Foundation**

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

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

**MOVED** by Margaret Wu 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

### **11. Board Workplan Review**

No changes were requested at this time.

### **12. Other Business**

None.

### **13. In Camera**

**MOVED** by Al-Karim Khimji and seconded by Aaron J. Noga that the Calgary Public Library Board move in camera at 6:07 pm.

Carried unanimously

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

At 6:26 pm, the Board dismissed all others from the meeting.

**MOVED by Aaron J. Noga and seconded by Gillian Hynes that the Calgary Public Library Board rise and report.**

Report:

1. That the information contained in the in camera report to the Calgary Public Library Board dated June 26, 2024 remain confidential under the Freedom of Information and Protection of Privacy Act; and further that the Calgary Public Library Board approve the CEO 360 performance memo as presented.

Carried unanimously

### **14. Adjournment**

**MOVED** by Gillian Hynes that the meeting be adjourned at 7:12 pm.

Transcribed by Amanda Robertson.

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Evan Legate  
Board Chair