

Approved Minutes

Calgary Public Library Board
Online via Microsoft Teams
Wednesday, January 27, 2021
5:30 pm

In Attendance:

Board:	Administration:
<ol style="list-style-type: none">1. Mr. Avnish Mehta (Chair)2. Ms. Haritha Devulapally3. Councillor Druh Farrell4. Ms. Sandy Gill5. Ms. Crystal Manyfingers6. Ms. Jocelyn Phu7. Mr. Andrew Rodych8. Ms. Shereen Samuels9. Ms. Sheeba Vijayan	<ol style="list-style-type: none">1. Mr. Mark Asberg, CEO2. Ms. Tracy Johnson, CEO, Calgary Foundation3. Ms. Mary Kapusta, Director, Communications4. Mr. Paul Lane, Director, Corporate Services5. Ms. Sarah Meilleur, Director, Service Delivery6. Ms. Heather Robertson, Director, Service Design
Regrets: 10. Councillor Evan Woolley	Guest: <ol style="list-style-type: none">1. Ms. Terrill Budd, CUPE Local 11692. Ms. Elsa Gee, CUPE Local 11693. One member of the public

I. Treaty 7 Opening

Ms. 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.

II. Chair's Opening Remarks

Mr. Mehta welcomed all attendees and recognized the newly elected chairs of each committee: Mr. Rodych, Audit & Finance Committee; Ms. Gill, Governance Committee; and Ms. Manyfingers, Strategy & Community Committee.

III. Review of Agenda

MOVED by Mr. Rodych and seconded by Ms. Phu that the Calgary Public Library Board approve the agenda for the January 27, 2021 meeting.

Carried unanimously

IV. Consent Agenda

MOVED by Ms. Devulapally and seconded by Mr. Rodych that the Calgary Public Library Board approve the minutes of the November 25, 2020 organizational meeting.

Carried unanimously

V. Business Arising

A. Business Arising from the Minutes

None.

B. Advocacy Updates

Ms. Phu shared the most recent news from the Alberta Library Trustees' Association. ALTA has welcomed new board members Luella Gaultier from Marigold and Meagan Olive from Area 7. ALTA will also be working with Dr. Margaret Law to assist the board in examining existing Trustee content to ensure continuing relevance and engagement between ALTA and its member organizations.

ALTA is exploring options for webinars, virtual coffee chats and other means of creating connection opportunities following the cancellation of the 2020 and 2021 Alberta Libraries Conference.

VI. Chair's Report

Mr. Mehta expressed gratitude to Calgary Public Library administration and staff for their successes in applying lessons learned earlier in the pandemic to continue providing contactless services to the public.

VII. Operational Report (January 2021)

Mr. Asberg presented his January 2021 report to the Board. He emphasized the continued importance of the Library's relationship with CUPE 1169 in light of staffing changes that have arisen on multiple occasions during the pandemic. Mr. Asberg highlighted the Library's new and entirely contactless service model launched since the provincial order to close all locations on December 13, 2020.

Mr. Asberg advised the board that the Library received a 2020 Top Innovator Award from the Urban Library Council in recognition of the Library's "multi-tiered response of crisis communications, urgent community supports, critical baseline services, and a robust path to reopening, all while building digital infrastructure and human capacity for a different future."

Mr. Asberg also highlighted key changes made to the strategic planning process. In 2021, Library leadership has engaged a greater number of staff in the process while focusing on

areas of need rather than specific tactics. These more open-ended strategic initiatives will provide flexibility to project teams seeking solutions in a rapidly changing operating environment. In addition to these new measures, Library administration is also examining strategic priorities from 2020 to determine which of those were not met due to the pandemic and to ensure those priorities are addressed in the near future.

MOVED by Ms. Phu and seconded by Ms. Samuels to receive the Operational Report as presented.

Carried unanimously

VIII. Governance Committee

A. Report of the January 6, 2021 Governance Committee Meeting

Ms. Gill presented the minutes of the January 6, 2021 Governance Committee meeting. Ms. Gill agreed with suggestions from the Board to revisit the precise wording used regarding the committee's recommendation to increase opportunities for informal connections between Board members.

MOVED by Mr. Rodych and seconded by Ms. Samuels to receive the Governance Committee report subject to conforming revisions.

Carried unanimously

B. Organizational Meeting Procedural Changes

Ms. Gill reviewed the Governance Committee's recommended procedural changes regarding the annual Board Organizational meeting. First, reversing the scheduled order of the first Calgary Public Library Foundation meeting and the Organizational meeting. Second, adding year end skills matrix reviews to each committee's workplan to provide relevant information before the call for committee membership nominations. Third, using the call for nominations to develop a slate of committee members in advance be ratified at the meeting.

MOVED by Ms. Gill and seconded by Ms. Samuels to accept the Governance Committee recommendations as presented.

Carried unanimously

IX. Strategy & Community Committee

A. Report of the January 12, 2021 Strategy & Community Committee Meeting

Ms. Manyfingers presented the minutes of the January 12, 2021 Strategy & Community Committee meeting.

MOVED by Mr. Rodych and seconded by Ms. Phu to receive the Strategy & Community Committee report as presented.

Carried unanimously

B. 2021 Strategic Planning Engagement Process Report

Ms. Manyfingers reviewed changes to the Library's strategic planning processes as detailed in the 2021 Strategic Planning Engagement Process Report.

C. Fostering Connections Between Board Members & Community Libraries Report

Ms. Manyfingers referred to the updated roster of Board members and their partnerships with community library clusters. The partnerships differing from the 2020 roster are Ms. Vijayan with the Bowness, Crowfoot, and Rocky Ridge cluster; Ms. Gill with the Giuffre Family, Louise Riley, and Memorial Park cluster; Ms. Phu with the Central Library; and Ms. Manyfingers with the Forest Lawn, Saddletowne and Village Square cluster.

MOVED by Ms. Manyfingers and seconded by Ms. Devulapally that the Fostering Connections Between Board Members & Community Libraries Report be approved as presented.

Carried unanimously

D. 2021 Board Retreat Update

Ms. Phu provided an update from the Board Retreat ad hoc committee. The retreat is expected to continue at the previously agreed date in a virtual format. Board members were invited to submit their suggestions for possible speakers to the committee before they reconvene on Friday, January 29, 2021.

X. Audit & Finance Committee Report

A. Report of the January 19, 2021 Audit & Finance Committee Meeting

Mr. Rodych presented the minutes of the January 19, 2021 Audit & Finance Committee meeting.

MOVED by Ms. Samuels and seconded by Mr. Mehta to receive the Audit & Finance Committee report as presented.

Carried unanimously

B. Risk Register Update for Q4 2020

Mr. Rodych reported that the Audit and Finance Committee's last meeting included a review of the Quarterly Risk Register. Mr. Rodych advised that the report has been reorganized with new formatting and some new metrics. Results have been staying in line with expectations, with a number of measures reflecting challenges created or exacerbated by the ongoing pandemic.

MOVED by Ms. Phu and seconded by Ms. Manyfingers to receive the Quarterly Risk Register as presented.

Carried unanimously

C. Controllers Report for the Year Ended December 31, 2020

Mr. Rodych presented the Year End Financial Review for the Board's consideration. Mr. Rodych advised that both revenues and expenses were down in 2020, leaving a positive variance of net financial assets. He highlighted the prudent financial stewardship shown by Library administration while responding to the global pandemic.

MOVED by Ms. Devulapally and seconded by Ms. Samuels to receive the Controllers Report for the Year Ended December 31, 2020 as presented.

Carried unanimously

D. 2021 Operating Budget

Mr. Rodych presented the 2021 Operating Budget, highlighting Library administration's approach to budget planning. Mr. Rodych advised that the budget has been prepared after vetting projections as accurately as possible in the face of economic uncertainty and the continuing pandemic.

MOVED by Mr. Rodych and seconded by Ms. Devulapally to approve the 2021 Operating Budget as presented.

Carried unanimously

E. Creation of Operating Reserve Policy & Confirmation of Credit Facility Report

Mr. Rodych summarized Administration's case for creating and maintaining a new operating reserve fund. Mr. Rodych advised that the Audit & Finance Committee recommends that the operating reserve plans be approved as presented.

Mr. Mehta provided additional historical context advising that a similar reserve had been used by the Library in the past and that reinstating the operating reserve fund would align with recommendations made by the City of Calgary.

MOVED by Mr. Rodych and seconded by Ms. Samuels to approve the creation of a \$3 million Operating Reserve and Operating Reserve Policy as presented.

Carried unanimously

Mr. Rodych reviewed the annual credit facility report of \$4.5 million, which was unchanged from 2019. The Audit & Finance Committee recommends that the credit facility report be approved as presented.

MOVED by Mr. Rodych and seconded by Ms. Manyfingers that the Credit Facility Report be approved as presented.

Carried unanimously

XI. Calgary Public Library Foundation Update

A. Calgary Public Library Foundation Update

Ms. Johnson presented highlights from her report, including data showing that while donations overall were down in 2020 as expected due to the global pandemic, the number of Calgary Public Library Foundation donors increased by 21% over 2019 figures with 157 new monthly donors enrolled in support of initiatives such as My First Bookshelf. Ms. Johnson advised that the popular Locked Library fundraising event that had been cancelled in 2020 will be reintroduced as a virtual event in 2021.

MOVED by Ms. Gill and seconded by Ms. Vijayan to receive the Calgary Public Library Foundation report as presented.

Carried unanimously

XII. Other Business

None.

XIII. In Camera

MOVED by Ms. Gill and seconded by Ms. Samuels that the Calgary Public Library Board move in Camera.

Carried unanimously

MOVED by Ms. Samuels and seconded by Ms. Phu that the Calgary Public Library Board rise without reporting.

Carried unanimously

XIV. Adjournment

MOVED by Councillor Farrell that the meeting be adjourned at 7:42 pm.

Transcribed by Ms. Amanda Robertson.

Mr. Avnish Mehta, Chair