

Approved Minutes

Calgary Public Library Board
Online via Microsoft Teams
Wednesday, July 28, 2021
5:30 pm

In Attendance:

Board:

1. Avnish Mehta (Chair)
2. Shereen Samuels (Vice-Chair)
3. Haritha Devulapally
4. Sandy Gill
5. Crystal Manyfingers
6. Jocelyn Phu
7. Andrew Rodych
8. Sheeba Vijayan

Administration:

1. Sarah Meilleur, CEO, Interim
2. Mary Kapusta, Director, Communications
3. Paul Lane, Director, Corporate Services
4. Heather Robertson, Director, Service Design

Regrets:

9. Councillor Druh Farrell
10. Councillor Evan Woolley

Guest:

1. Elsa Gee, CUPE Local 1169
2. Terrill Budd, CUPE Local 1169

I. Treaty 7 Opening

Avnish Mehta 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. Review of Agenda

MOVED by Sandy Gill and seconded by Sheeba Vijayan that the Calgary Public Library Board approve the agenda for the July 28, 2021 meeting.

Carried unanimously

III. Consent Agenda

MOVED by Sandy Gill and seconded by Crystal Manyfingers that the Calgary Public Library Board approve the minutes of the June 23, 2021 meeting.

Carried unanimously

IV. Business Arising

A. Business Arising from the Minutes

None.

B. Advocacy Updates

Jocelyn Phu advised that the Alberta Library Trustees Association (ALTA) and the Library Association of Alberta (LAA) have dissolved their relationship as it pertains to the annual Alberta Library Conference (ALC). As a result, the 2022 ALC has been cancelled. Both LAA and ALTA have announced that the decision was made cooperatively after careful consideration of whether ALC is the best tool for serving each organization's members.

V. Chair's Report

Avnish Mehta ceded the floor to the committee chairs for their updates and reports.

VI. Governance Committee

A. Governance Committee Report

Sandy Gill provided a verbal update on the ongoing work of the Governance Committee since the June 23, 2021 Board meeting. Committee members have been revising the draft Board self-evaluation questionnaire to be distributed to Board members later this year.

Gill advised that the Governance Committee and Administration have made progress in implementing a restructured orientation program for new Board members. New members first appointed in 2020 have each participated in mid-year orientation sessions with Administration and their feedback is being incorporated into the new program content.

The CEO Recruitment Committee and Board Recruitment Committee have each continued to make progress with their respective search firms.

MOVED by Shereen Samuels and seconded by Andrew Rodych to receive the Governance Committee Report as presented.

Carried unanimously

B. Fall Board Retreat

Sandy Gill proposed October 2, 2021 as the date for the Fall Board retreat based on Board member availability.

MOVED by Haritha Devulapally and seconded by Andrew Rodych that the Calgary Public Library Board convene on Saturday, October 2, 2021 for a professional development retreat.

Carried unanimously

After a call for volunteers, the following Board members expressed willingness to serve on an ad hoc Fall Board Retreat Planning Committee: Sandy Gill, Crystal Manyfingers, Jocelyn Phu, Avnish Mehta, and Shereen Samuels. Mehta and Samuels were asked to join the committee as part of the event's purpose is to provide an opportunity for knowledge transfer between departing members and those continuing with the Board in 2022.

MOVED by Haritha Devulapally and seconded by Andrew Rodych that the Calgary Public Library Board approve the creation of an ad hoc Fall Board Retreat Planning Committee composed of two departing members and three continuing members, as recommended by the Governance Committee.

Carried unanimously

VII. Audit and Finance Committee

A. Report of the July 20, 2021 Audit and Finance Committee Meeting

Andrew Rodych presented the minutes of the July 20, 2021 Audit and Finance Committee meeting.

MOVED by Sandy Gill and seconded by Haritha Devulapally to receive the July 20, 2021 Audit and Finance Committee report as presented.

Carried unanimously

B. Q2 2021 Risk Review

Andrew Rodych presented highlights from the Q2 2021 Risk Review. As seen with prior risk register reports during the pandemic, Rodych advised that several metrics have shown heightened risk in correlation with Library location closures. Incidents at Central Library have remained relatively high) due to closures and reduced building visits as well as a correlated decrease in foot traffic in the surrounding area.

The Library has continually adapted during the pandemic and has mitigated known risks by modifying service, enhancing online offerings, and supporting staff through professional development.

MOVED by Andrew Rodych and seconded by Shereen Samuels to receive the Q2 2021 Risk Review report as presented.

Carried unanimously

C. Q2 2021 Controller's Report and Financial Review

Andrew Rodych presented highlights from the Q2 2021 Controller's Report and Financial Review. Rodych highlighted the favourable variances reported in Q2 2021 as with previous reporting periods attributed to reduced spending during the pandemic related closures of in location services. Rodych advised that Administration is continuing to reallocate those funds to high priority initiatives as needed throughout the system, such as Information Technology infrastructure and increased acquisitions of digital collections. The impact of the pandemic on the budget will be reduced in Q3 as locations have re-opened and services resume.

MOVED by Andrew Rodych and seconded by Jocelyn Phu to receive the Q2 2021 Controller's Report and Financial Review as presented.

Carried unanimously

VIII. Other Business

None.

IX. In Camera

Avnish Mehta invited Administration to remain in the meeting for a portion of the in Camera discussion.

MOVED by Jocelyn Phu and seconded by Sandy Gill that the Calgary Public Library Board and Calgary Public Library Administration move in Camera.

Carried unanimously

At 6:10 pm, Administration was excused from the meeting to allow the Board to continue their in Camera discussion.

MOVED by Sandy Gill and seconded by Jocelyn Phu that the Calgary Public Library Board continue in Camera.

Carried unanimously

MOVED by Andrew Rodych and seconded by Haritha Devulapally that the Calgary Public Library Board rise without reporting.

Carried unanimously

X. Adjournment

MOVED by Andrew Rodych that the meeting be adjourned at 7:37 pm.

Transcribed by Amanda Robertson.

Avnish Mehta
Board Chair