

Approved Minutes

**Calgary Public Library Board
Online via Microsoft Teams
Wednesday, March 31, 2021
5:30 pm**

In Attendance:

Board:

1. Avnish Mehta (Chair)
2. Haritha Devulapally
3. Councillor Druh Farrell
4. Sandy Gill
5. Crystal Manyfingers
6. Jocelyn Phu
7. Andrew Rodych
8. Shereen Samuels
9. Sheeba Vijayan
10. Councillor Evan Woolley

Administration:

1. Mark Asberg, CEO
2. Tracy Johnson, CEO, Calgary Foundation
3. Mary Kapusta, Director, Communications
4. Paul Lane, Director, Corporate Services
5. Sarah Meilleur, Director, Service Delivery
6. Heather Robertson, Director, Service Design

Guest:

1. Terrill Budd, CUPE Local 1169
2. Elsa Gee, CUPE Local 1169
3. One member of the public

I. Treaty 7 Opening

Mark Asberg respectfully opened the meeting by acknowledging Moh'kinsstis, where the Elbow and Bow Rivers meet, the ancient and sacred territories of the Niitsitapi, the people of the Blackfoot Confederacy, and the traditional territories of the Beaver people of the Siksika Nation, the Iyarhe Nakoda Nation and the Métis people of Alberta, Region 3. It is important that we do this acknowledgment each time we meet to remind us of the history that precedes us, our responsibilities going forward, and our shared path of Truth and Reconciliation.

II. Review of Agenda

MOVED by Jocelyn Phu and seconded by Sandy Gill that the Calgary Public Library Board approve the agenda for the March 31, 2021 meeting.

Carried unanimously

III. Consent Agenda

MOVED by Andrew Rodych and seconded by Shereen Samuels that the Calgary Public Library Board approve the minutes of the January 27, 2021 meeting.

Carried unanimously

IV. Business Arising

A. Business Arising from the Minutes

None.

B. Advocacy Updates

Jocelyn Phu advised that ALTA has been implementing casual conversations via social media to allow general conversations regarding ways in which library systems can support one another through the remainder of the pandemic and into recovery.

Avnish Mehta reported that he had recently met in person with a community library Service Delivery Manager. Mehta appreciated the opportunity to connect with library staff and see firsthand the way libraries are operating within safety parameters and limitations in accordance with public health ordinances. Mehta recognized Calgary Public Library leadership and staff for their efforts in safely reopening to the public earlier in March.

Mehta advised the Board of a letter he had recently received from Minister Ric McIver acknowledging the Library's efforts to reopen safely while providing a supportive space for the community. Mehta recognized the efforts made by the Ministry of Health, Calgary Public Library, and Edmonton Public Library to collaborate in moving libraries into Step 2 of the provincial reopening plan.

V. Chair's Report

Avnish Mehta recognized the efforts of the Board standing committees and Administration in operating actively to continue the work of the Library during closures and in facilitating the recent reopening.

VI. Operational Report (January 2021)

Mark Asberg confirmed that the provincial public library operating grants were kept stable by the Government of Alberta as of February 25, 2021. Libraries across the province will be eligible to receive the same amounts in 2021 – 2022 as were received in 2020 – 2021. Additionally, the grants will be paid in a single lump sum rather than split into multiple payments as seen in prior years.

Asberg recognized the work done by Calgary Public Library and Edmonton Public Library in engaging the Ministry of Health to hasten the reopening of libraries as vital public spaces and community supports. Asberg advised that discussions are still underway between libraries and the Government of Alberta regarding guidelines that recommend quarantining of books when returned to library facilities. The Library has reduced the quarantine period to 24 hours in line with current provincial recommendations, but this 24-hour period still presents logistical and service challenges. There are jurisdictions in Canada not quarantining for any amount of time based on updated scientific evidence.

Asberg advised that the federal government's Fall Economic Statement 2020 included cuts to funding for accessible book production for those with print disabilities. Current annual funding of \$4 million for the Centre of Equitable Library Access (CELA) and the National Network for

Equitable Library Service (NNELS) was to be reduced by \$1 million annually beginning in 2021 before ending entirely in 2024 – 2025. The cuts would have had an immediate impact on production and distribution of accessible content in Canada. Due in large part to advocacy undertaken by NNELS and CELA, the Government of Canada has agreed to reinstate the \$1 million that had previously been cut for 2021. No funding commitment for the period beyond that has been announced to date.

Asberg shared highlights from Library operations, including an acknowledgment of the Library's strong virtual programming output which has increased to over 200 programs being available simultaneously on the Library website. Library staff continue to offer new programs and closely track uptake to make informed programming and partnership decisions going forward.

MOVED by Jocelyn Phu and seconded by Sandy Gill to receive the Operational Report as presented.

Carried unanimously

VII. Governance Committee

A. Report of the February 10, 2021 Governance Committee Meeting

Sandy Gill presented the minutes of the February 10, 2021 Governance Committee meeting. Gill advised that the committee had reviewed the new Board member orientation process and requested that any orientation feedback, including comments regarding the Board and Community Library Buddy initiative, be directed to Gill.

Gill advised that an ad hoc CEO Recruitment Committee had been formed and approved formally by the Board via urgent motion.

MOVED by Shereen Samuels and seconded by Crystal Manyfingers to receive the February 10, 2021 Governance Committee report as presented.

Carried unanimously

B. Report of the March 3, 2021 Governance Committee Meeting

Sandy Gill presented the minutes of the March 3, 2021 Governance Committee meeting.

Gill advised that the Governance committee has also begun discussing Board succession planning and knowledge transfer, which was also addressed during an in-camera session at the recent virtual Board retreat. Discussions on this topic will continue with results being reported to the Board as needed.

MOVED by Haritha Devulapally and seconded by Jocelyn Phu to receive the March 3, 2021 Governance Committee report as presented.

Carried unanimously

C. Board Bylaw Amendment Proposal

Sandy Gill presented the Board Bylaw amendment proposed by Administration to allow the possibility for standing committee chairs to be elected at either the Organizational meeting or at the first meeting of each committee. Avnish Mehta confirmed that for a bylaw amendment to pass, at least two thirds of the Board must vote in the affirmative to carry the motion to approve the amendment.

Subsection 1.1 (c) was revised to read:

In addition, the business of each Organizational Meeting may include the election of chairs for Board Committees. All Board members in attendance may vote in these elections.

Subsection 5.1 (d) was revised to read:

If Board Committee Chairs were not elected at the Organizational Meeting, they shall be selected at the first meeting of each standing Board Committee following the most recent Organizational Meeting [...].

MOVED by Sandy Gill and seconded by Crystal Manyfingers to approve the Board Bylaw Amendment Proposal to subsections 1.1 (c) and 5.1 (d) as presented.

Carried unanimously

VIII. Strategy & Community Committee

A. Report of the February 17, 2021 Strategy & Community Committee Meeting

Crystal Manyfingers presented the minutes of the February 17, 2021 Strategy & Community Committee meeting.

MOVED by Sandy Gill and seconded by Haritha Devulapally to receive the February 17, 2021 Strategy & Community Committee report as presented.

Carried unanimously

B. Report of the March 9, 2021 Strategy & Community Committee Meeting

Crystal Manyfingers presented the minutes of the March 9, 2021 Strategy & Community Committee meeting. Manyfingers advised that the committee will receive a report in April regarding the Inclusion pillar of the Strategic Plan.

MOVED by Jocelyn Phu and seconded by Shereen Samuels to receive the March 9, 2021 Strategy & Community Committee report as presented.

Carried unanimously

C. 2021 Hours of Service / Fines & Fees Report

Crystal Manyfingers presented the 2021 Hours of Service / Fines & Fees Report for annual

review as per Board policy.

MOVED by Crystal Manyfingers and seconded by Haritha Devulapally to receive the 2021 Hours of Service / Fines & Fees Report as presented.

Carried unanimously

IX. Audit & Finance Committee Report

A. Report of the March 23, 2021 Audit & Finance Committee Meeting

Andrew Rodych presented the minutes of the March 23, 2021 Audit & Finance Committee meeting.

MOVED by Sandy Gill and seconded by Crystal Manyfingers to receive the Audit & Finance Committee report as presented.

Carried unanimously

B. Annual D&O Insurance Review

Andrew Rodych presented the Annual D&O Insurance Review as prepared by Fazal Ashraf from the City of Calgary. Rodych advised that the Library currently has appropriate insurance coverage with no patterns of concern appearing in claims reports over the past five years.

MOVED by Andrew Rodych and seconded by Avnish Mehta to receive the Annual D&O Insurance Review as presented.

Carried unanimously

C. Presentation of Audited Financial Statements for the Year Ending December 31, 2020

Andrew Rodych presented the Audited Financial Statements for the Year Ending December 31, 2020 for the Board's approval. Rodych advised that Deloitte had not identified any material misstatements, control deficiencies, or missed disclosures this year.

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

Carried unanimously

X. Calgary Public Library Foundation Update

A. Calgary Public Library Foundation Update

Tracy Johnson presented highlights from her report, including the results of campaigns such as the direct mail campaign to support digital equity, the Boost Your Buy initiative on the Library Store website, and the Valentine's Day virtual Locked Library event. Johnson advised

that new major gift proposal conversations are currently underway, particularly regarding human rights education, the Bill Ptacek Innovation Fund, digital equity, the Wellness Desk, and teen programming.

MOVED by Sandy Gill and seconded by Shereen Samuels to receive the Calgary Public Library Foundation report as presented.

Carried unanimously

XI. Other Business

None.

XII. In Camera

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

Carried unanimously

MOVED by Avnish Mehta and seconded by Shereen Samuels that the Calgary Public Library Board rise and report.

Carried unanimously

MOVED by Avnish Mehta and seconded by Shereen Samuels that the Calgary Public Library Board received and approved the recommendations made by the ad hoc CEO Recruitment Committee regarding the hiring of the Interim CEO.

Carried unanimously

XIII. Adjournment

MOVED by Avnish Mehta that the meeting be adjourned at 8:26 pm.

Transcribed by Amanda Robertson.

Avnish Mehta, Chair