

**Approved Minutes**  
**Calgary Public Library Board**  
**Central Library Boardroom 0-11**  
**Wednesday, May 24, 2023**  
**5:30 pm**

**In Attendance:**

**Board:**

1. Andrew Rodych  
(Chair)
2. Haritha Devulapally
3. Al-Karim Khimji
4. Councillor Kourtney Penner
5. Dana Saric
6. Sheeba Vijayan
7. Evan Legate

**Attending Remotely:**

8. Councillor Jasmine Mian

**Regrets:**

9. Crystal Manyfingers

**Administration:**

1. Sarah Meilleur, *CEO*
2. Alexis Apps, *Senior Executive Assistant*
3. Tracy Johnson, *CEO, Calgary Public Library Foundation*  
(virtual)
4. Mary Kapusta, *Director, Communications and*  
*Engagement*
5. Paul Lane, *Director, Strategy and Planning*
6. Melissa Legacy, *Director, Visitor Experience*
7. Manjula Nanjappa, *Director, Technology*
8. Amanda Robertson, *Executive Assistant*
9. Heather Robertson, *Director, Service Design and*  
*Innovation*

**Guests:**

1. Terrill Budd, *CUPE Local 1169*

**1. Treaty 7 Opening**

With gratitude, mutual respect, and reciprocity, Evan Legate opened the meeting 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 Region 3 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'l, 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**

Andrew Rodych welcomed all members of the Board, Library Administration, and guests to the first public meeting since his election as Board Chair as well as the election of Board Vice-Chair Evan Legate.

### **3. Review of Agenda**

The Board asked to add a verbal Recruitment Committee update to Item 12. Board Workplan Review.

**MOVED** by Al-Karim Khimji and seconded by Haritha Devulapally that the Calgary Public Library Board approve the agenda for the May 24, 2023 meeting as amended.

Carried unanimously

### **4. Consent Agenda**

Andrew Rodych read the items listed under the consent agenda:

1. To approve the minutes of the March 22, 2023 Board meeting
2. To adopt the Record of Urgent Motion to Elect Board Chair
3. To adopt the Record of Urgent Motion to Elect Board Vice-Chair
4. To adopt the Record of Urgent Motion to Approve Public Attendance and Presentation at Board Meetings Policy

No revisions or objections were raised.

**MOVED** by Evan Legate and seconded by Al-Karim Khimji that the Calgary Public Library Board approve the Consent Agenda as presented.

Carried unanimously

### **5. Business Arising**

#### **A. Business Arising from the Minutes**

None.

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

Andrew Rodych shared his gratitude to the Board and Administration for their flexible and collaborative work for a successful April retreat while rising to the challenges of a sudden change in Board composition. Rodych participated in the Civic Partners presentation to City Council earlier in May and appreciated the opportunity to highlight the ongoing successes of Calgary Public Library staff and volunteers.

Rodych and other members of Library Leadership have been in communication with City representatives since the changes in April and remain confident in the approach being taken by both the Board and Administration.

*Kourtney Penner joined the meeting at 5:45 pm.*

## 7. Chief Executive Officer's Report

Sarah Meilleur presented highlights from the CEO's Report.

Library locations have been busy with 86% of pre-pandemic in-person visitation that continues to trend upward. This is unique in libraries across North America, with many reporting numbers closer to 65% of pre-pandemic traffic. Calgary Public Library can attribute this in part to the excellent work of the team that has relaunched services and supports across the system.

As use increases, the Library continues to train and develop the skills of its workforce with the intention of scaling up programming and outreach to meet the demands of new and repeat users. There are many new staff and volunteers who did not work at the Library prior to the pandemic, so training is ongoing to ensure a consistent visitor experience across the system.

The Library has had to address challenges in recent months that demonstrate the need for libraries more than ever before. Protests, content challenges, safety and security incidents have been helping the Library identify opportunities to make a difference while recognizing the limits of what libraries can do to meet the community's needs. The Library cannot always fill gaps and needs strong community partners with the mandate to do that work. Library leadership has been having these critical conversations with municipal leaders, community partners, and colleagues across the country in other library systems. There is strength in sharing and learning from one another's failures and successes.

The Library has so much to celebrate, with recent highlights including National Volunteer Week in April, the safe and successful move of Engine 23 into Fish Creek Library, the Calgary Marathon being held this weekend, Central Library being used as an advanced polling location for the provincial election, as well as exciting progress updates on capital projects for Walden and three other new libraries.

National Indigenous History Month begins June 1 and will be observed with an opening ceremony, book displays, programming, and more. This month will be an opportunity for the Library to highlight and support Indigenous communities and is also an important time to reflect on the ways in which we must continue to prioritize a shared journey of Truth and Reconciliation all year.

Meilleur expressed gratitude to Evan Legate, Sheeba Vijayan, and Crystal Manyfingers for joining Administration in a recent naming ceremony led by Elder Miiksika'am. The room used by the Elders Guidance Circle is now named Children's Lodge. The Library was very honoured to receive the name through ceremony.

Ultimate Summer Challenge will run from July 1 to August 31. Members of all ages can register using Beanstack.

**MOVED** by Haritha Devulapally and seconded by Kourtney Penner that the Chief Executive Officer's Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

## **8. Governance Committee**

### **A. Report of the April 4, 2023 Governance Committee Meeting**

Andrew Rodych presented the minutes of the April 4, 2023 Governance Committee meeting.

**MOVED** by Andrew Rodych and seconded by Haritha Devulapally that the April 4, 2023 Governance Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

### **B. Report of the May 9, 2023 Governance Committee Meeting**

Andrew Rodych presented the minutes of the May 9, 2023 Governance Committee meeting.

**MOVED** by Andrew Rodych and seconded by Evan Legate that the May 9, 2023 Governance Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

### **C. Team Charter Review**

Andrew Rodych reviewed the Team Charter recommended to the Board by the Governance Committee for approval. Board member responsibilities have been made more prescriptive with the document framed as a commitment to one another and to the organization. The Board agreed that the document should be approved as presented and could be used by the Recruitment Committee effective immediately for communicating expectations to prospective new Board members.

**MOVED** by Andrew Rodych and seconded by Al-Karim Khimji that the revised Team Charter be adopted by the Calgary Public Library Board as presented.

Carried unanimously

### **D. Board Policy Review**

Andrew Rodych reviewed proposed changes to several Board policies as recommended by the Governance Committee and presented in the May 24, 2023 Board meeting package.

Revisions were made to: *Donations: Materials; Naming in Recognition of Philanthropic Gifts; Collections Policy; and Use of Library Premises.*

**MOVED** by Andrew Rodych and seconded by Dana Saric that the revised Calgary Public Library Board Policies be approved as presented.

Carried unanimously

### **E. Board Bylaw Review**

Andrew Rodych reviewed proposed changes to the Calgary Public Library Board Bylaw as recommended by the Governance Committee and presented in the May 24, 2023 Board meeting

package. These revisions were made as part of an annual review to correct grammatical errors and use more inclusive, evergreen language to reduce the number of revisions needed in the future as job titles and processes change at the Library.

**MOVED** by Andrew Rodych and seconded by Haritha Devulapally that the revised Calgary Public Library Board Bylaw be approved as presented.

Carried unanimously

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

### **A. Report of the April 12, 2023 Strategy and Community Committee Meeting**

Al-Karim Khimji presented the minutes of the April 12, 2023 Strategy and Community Committee meeting.

**MOVED** by Al-Karim Khimji and seconded by Dana Saric that the April 12, 2023 Strategy and Community Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

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

### **A. Report of the April 26, 2023 Audit and Finance Committee Meeting**

Evan Legate presented the minutes of the April 26, 2023 Audit and Finance Committee meeting.

**MOVED** by Evan Legate and seconded by Andrew Rodych that the April 26, 2023 Audit and Finance Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

### **B. Q1 2023 Risk Register Review**

Evan Legate reviewed the Q1 2023 Risk Register Review.

**MOVED** by Evan Legate and seconded by Haritha Devulapally that the Q1 2023 Risk Register Review be received by the Calgary Public Library Board for information as presented.

Carried unanimously

### **C. Q1 2023 Controller's Report and Financial Statements**

Evan Legate reviewed the Q1 2023 Controller's Report and Financial Statements.

**MOVED** by Evan Legate and seconded by Andrew Rodych that the Q1 2023 Controller's Report and Financial Statements be received by the Calgary Public Library Board for information 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.

In 2022, the Foundation formed the Epilogue Society for legacy donors who have made commitments to the Library in their wills. The Foundation hosted an inaugural Epilogue Tea earlier in May to thank and celebrate these donors with refreshments and an opportunity to hear from impact speakers.

The Foundation is busy preparing for the Lit Gala on October 21, 2023 and expects to begin more prominent promotions in June. The last Lit Gala raised \$70,000 and the Foundation hopes to exceed that goal in 2023.

The Library has recently received grants of \$100,000 for Borrow a Computer and \$20,000 for cultural competency training. Donations have been gaining momentum and are returning to pre-pandemic activity levels.

LibraryStore+ launched on Level 1M at Central Library with great volunteer support. There has been a lot of engagement with products from the store as patrons wait for their coffee and tea.

Last week, the Calgary Public Library Foundation Board held its Annual General Meeting, where it welcomed four new board members, re-appointed its Chair and Treasurer, and appointed a new Vice-Chair.

**MOVED** by Al-Karim Khimji and seconded by Dana Saric 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**

The Board reviewed its annual workplan and made no changes.

Haritha Devulapally reviewed the timeline of recruitment activities for the balance of the year. The posting will be shared in the coming weeks with interviews taking place in August and a final recommendation being put before the Board at their September 27, 2023 meeting.

The Board would like to expand its number of Public Members from eight to nine, reducing its Councillor Members from two to one. At the suggestion of Councillor Kourtney Penner, Andrew Rodych will write officially to City Council to explain the need for a ninth Public Member to better distribute the Board's workload.

A Board member raised the question of whether City of Calgary employees or Province of Alberta employees can be members of the Board. This was assessed in 2022 and found not to be prohibited. The Board directed Administration to confirm with the City and with the Province that

this has not changed.

The Board was asked to share the job posting with their networks when it becomes available and to actively seek candidates to apply to fill the maximum of five vacant positions expected at the end of this year. Tracy Johnson was also asked to supply a list of past Council of Champions members as potential recruits for this year's campaign. The Board directed Administration to review Johnson's list and remove anyone known to be ineligible before sharing the list with the Recruitment Committee.

### **13. Board Recognition**

On behalf of the Calgary Public Library Board, Andrew Rodych expressed gratitude to departing Board Chair Sandy Gill for her years of dedicated service to the Library and the community.

### **14. Other Business**

None.

### **13. Adjournment**

**MOVED** by Haritha Devulapally that the meeting be adjourned at 7:00 pm.

Transcribed by Amanda Robertson.

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Andrew Rodych  
Board Chair