

## Approved Minutes

Calgary Public Library Board  
Online via Microsoft Teams  
Wednesday, November 25, 2020  
5:30 pm

### In Attendance:

<b>Board:</b>	<b>Administration:</b>
<ol style="list-style-type: none"><li>1. Mr. Avnish Mehta (Chair)</li><li>2. Ms. Haritha Devulapally</li><li>3. Ms. Sandy Gill</li><li>4. Ms. Crystal Manyfingers</li><li>5. Ms. Jocelyn Phu</li><li>6. Mr. Andrew Rodych</li><li>7. Ms. Shereen Samuels</li><li>8. Ms. Sheeba Vijayan</li></ol>	<ol style="list-style-type: none"><li>1. Mr. Mark Asberg, CEO</li><li>2. Ms. Tracy Johnson, CEO, Calgary Foundation</li><li>3. Ms. Mary Kapusta, Director, Communications</li><li>4. Mr. Paul Lane, Director, Corporate Services</li><li>5. Ms. Sarah Meilleur, Director, Service Delivery</li><li>6. Ms. Heather Robertson, Director, Service Design</li></ol>
<b>Regret:</b> <ol style="list-style-type: none"><li>9. Councillor Druh Farrell</li><li>10. Councillor Evan Woolley</li></ol>	<b>Guest:</b> <ol style="list-style-type: none"><li>1. Ms. Terrill Budd, CUPE Local 1169</li><li>2. Ms. Elsa Gee, CUPE Local 1169</li></ol>

### I. Treaty 7 Opening

Ms. Manyfingers 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 to the first formal meeting of the 2020-2021 Calgary Public Library Board year.

### III. Review of Agenda

**MOVED** by Ms. Devulapally and seconded by Ms. Gill that the Calgary Public Library Board approve the agenda for the November 25, 2020 meeting.

Carried unanimously

#### **IV. Consent Agenda**

**MOVED** by Ms. Gill and seconded by Ms. Devulapally that the Calgary Public Library Board approve the minutes of the September 30, 2020 meeting.

Carried unanimously

**MOVED** by Mr. Rodych and seconded by Ms. Manyfingers that the Calgary Public Library Board approve the minutes of the November 18, 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, which will hold their next meeting on November 26, 2020. The new ALTA board continues to look ahead at how libraries can safely and best serve Alberta communities given the current global and domestic challenges they face, particularly in light of the new public health measures announced by the Government of Alberta on November 24, 2020.

Ms. Phu advised that the ALTA fee schedule had been re-structured to better reflect the economic environment in which member organizations are currently operating.

##### **C. 2020-2021 Board and Committee Meetings Schedule**

Mr. Mehta drew the Board's attention to the newly proposed 2020-2021 Board and Committee Meetings Schedule. Mr. Asberg advised that calendar invitations will be forthcoming and that committees will be invited to ratify their own calendars at each of the meetings scheduled in January 2021.

#### **VI. Chair's Report**

Mr. Mehta expressed appreciation to all returning members of the Board for their contributions to Calgary Public Library and welcomed Ms. Manyfingers and Ms. Vijayan to their first formal meeting of the Board.

Mr. Mehta expressed gratitude to Calgary Public Library administration on their successes in operating safely and effectively during the pandemic to date.

#### **VII. Operational Report (November 2020)**

Mr. Asberg presented his November 2020 report to the Board. He highlighted the Library's continued advocacy work as it relates to the City of Calgary budget as well as the Library's immediate response to the new Covid-19 measures announced by the Government of Alberta on November 23, 2020. Mr. Asberg also commended the continuing work of staff at all levels of the organization to provide a safe and welcoming library experience through enhanced virtual programming, positive relationship-building with the public and clear, credible communication.

**MOVED** by Ms. Gill and seconded by Ms. Devulapally to receive the Operational Report as presented.

Carried unanimously

## **VIII. Governance Committee**

### **A. Report of the October 7, 2020 Governance Committee Meeting**

Mr. Rodych presented the minutes of the October 7, 2020 Governance Committee meeting.

**MOVED** by Ms. Gill and seconded by Ms. Devulapally to receive the Governance Committee report as presented.

Carried unanimously

### **B. Board Policy Revisions**

Mr. Rodych reviewed proposed changes to several Board policies as presented in an Executive Summary to the Board.

Revisions were made to: *Library Membership; Suspension and Revocation of Library Privileges; Public Access Network; and Liability Insurance for Board Members.*

Policies that were most recently reviewed and found not to be in need of revision included: *Confidentiality of User Records; Signing Authority; Annual Audit; Debt; Investing; Risk Management; and Insurance.*

**MOVED** by Ms. Phu and seconded by Mr. Rodych to accept the Governance Committee recommendations as presented.

Carried unanimously

## **IX. Strategy & Community Committee**

### **A. Report of the October 14, 2020 Strategy & Community Committee Meeting**

Ms. Devulapally presented the minutes of the October 14, 2020 Strategy & Community

Committee meeting.

**MOVED** by Ms. Gill and seconded by Ms. Manyfingers to receive the Strategy & Community Committee report as presented.

Carried unanimously

## **X. Audit & Finance Committee Report**

### **A. Report of the October 20, 2020 Audit & Finance Committee Meeting**

Mr. Rodych presented the minutes of the October 20, 2020 Audit & Finance Committee meeting, which included the approval of the 2020 Audit Plan as presented by Deloitte Canada. Mr. Rodych reminded the Board that this approval was made conditionally with no more than a 10 per cent variance from the quoted price to allow for additional fees that may be incurred as a result of conditions created by the global pandemic. In the event that fees begin to exceed 10 per cent of the quoted cost, the Board will be consulted for additional approvals.

**MOVED** by Mr. Rodych and seconded by Ms. Manyfingers to receive the Audit & Finance Committee report as presented.

Carried unanimously

Mr. Rodych reported that the Audit and Finance Committee's last meeting included a review the Quarterly Risk Register. Mr. Rodych asked Ms. Meilleur to offer commentary on the heightened ratio of incidents to total visits at Central Library and the community libraries. Ms. Meilleur reminded the Board of the additional context that had been provided in the Audit & Finance Committee meeting minutes, including numerous mitigation strategies put in place by the Library.

**MOVED** by Mr. Rodych and seconded by Ms. Samuels to receive the Quarterly Risk Register as presented.

Carried unanimously

Mr. Rodych presented the Quarterly Financial Review for the Board's consideration. Mr. Rodych advised that the forecasted year end cash position is positive with ratio reporting remaining relatively consistent with previous years. Mr. Rodych expressed confidence in the internal controls that have been in place at Calgary Public Library to prevent fraud or other misuse of funds.

**MOTION** by Mr. Rodych and seconded by Phu to receive the Quarterly Financial Review as presented.

Carried unanimously

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

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

Ms. Johnson presented highlights from her report, including recent staffing changes and the continued success of the online Library Store. Ms. Johnson also advised that recent focused efforts on fundraising for the My First Bookshelf and Wellness Desk program pilots have been successful in drawing new monthly donors.

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

Carried unanimously

**XII. Other Business**

None.

**XIII. In Camera**

None.

**XIV. Adjournment**

**MOVED** by Mr. Rodych that the meeting be adjourned at 6:50 pm.

Transcribed by Ms. Amanda Robertson.

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Mr. Avnish Mehta, Chair