

Approved Minutes

Calgary Public Library Board
Online via Microsoft Teams
Wednesday, September 30, 2020
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. Janet Hutchinson5. Mr. Rob Macaulay6. Ms. Jocelyn Phu7. Mr. Andrew Rodych8. Ms. Shereen Samuels	<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
Regret: <ol style="list-style-type: none">1. Ms. Sandy Gill2. Councillor Evan Woolley	Guest: <ol style="list-style-type: none">1. Ms. Terrill Budd, CUPE Local 11692. Ms. Elsa Gee, CUPE Local 11693. Two members of the public

I. Treaty 7 Opening

Mr. Mehta respectfully acknowledged 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 expressed appreciation for staff and their continuing innovative approach to providing services and safe spaces for the public during the global pandemic.

III. Review of Agenda

MOVED by Ms. Phu and seconded by Ms. Devulapally that the Calgary Public Library Board approve the agenda for the September 30, 2020 meeting.

IV. Consent Agenda

MOVED by Ms. Phu and seconded by Ms. Devulapally that the Calgary Public Library Board approve the minutes of the May 27, 2020 meeting.

Carried unanimously

V. Business Arising

A. Business Arising from the Minutes

None

B. Advocacy Updates

Mr. Mehta and Mr. Asberg provided highlights from their recent meetings with individual City of Calgary council members.

Alberta Library Trustees' Association hosted their annual general meeting in June via video conference. After having attended the meeting, Ms. Phu provided a verbal report to the Board highlighting the opportunities and risks faced by ALTA, particularly concerning the Covid-19 pandemic.

VI. Operational Report (September 2020)

Mr. Asberg presented his September 2020 report to the Board. He highlighted the Library's continuing commitment to provide access to programming, connectivity, resources, and safe spaces for community members in need during the pandemic.

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

Carried unanimously

VII. Governance Committee

A. Report of the June 3, 2020 Governance Committee Meeting

Ms. Hutchinson noted that Mr. Rodych had recused himself from the Recruitment Subcommittee as he has applied for a second term and will be up for re-election this year.

The review of the Strategic Alignment of Policies and Bylaws will continue into October.

B. Report of the September 2, 2020 Governance Committee Meeting

MOTION by Mr. Macaulay and seconded by Ms. Phu to receive the Governance Committee report as presented.

Carried unanimously

C. Board Policy Revisions

Ms. Hutchinson reviewed proposed changes to several Board policies, both significant and immaterial, as presented in an Executive Summary to the Board.

Significant revisions were made to *Conflict of Interest* (formerly *Anti-Nepotism*); *Materials and Digital Resources: Selection and Access*; *Use of Library Materials*; *Fees*; and *Schedule B: Fees*.

Minor revisions were made to *Code of Conduct*; *Expenses*; *Donations: Materials*; *Conditions of Employment*; *Staff Orientation and Training*; *Grievance Procedure*; *Role of Volunteers*; and *Suspension and Revocation of Library Privileges*.

MOTION by Mr. Macaulay and seconded by Ms. Samuels to accept the Governance Committee recommendations as presented.

Carried unanimously

VIII. Strategy & Community Committee

A. Report of the June 9, 2020 Strategy & Community Committee Meeting

Ms. Devulapally presented the minutes of the June 9, 2020 Strategy & Community Committee meeting.

B. Report of the September 9, 2020 Strategy & Community Committee Meeting

Ms. Devulapally provided highlights from the Q2 Strategic Scorecard report. She advised that the 2021 Board Retreat has been cancelled to allow the Board to focus on more pressing matters as the Library continues to respond to the global pandemic.

MOTION by Ms. Hutchinson and seconded by Councillor Farrell to receive the Strategy and Community Committee reports as presented.

Carried unanimously

IX. Audit & Finance Committee Report

A. Report of the May 19, 2020 Audit & Finance Committee Meeting

Mr. Rodych presented the Quarterly Risk Register and Quarterly Financial Review for the Board's consideration. Mr. Rodych highlighted variances reflecting temporary layoffs and other operational changes in response to the global pandemic.

The committee received reports on the Quarterly Risk Register and Financial Review.

MOTION by Ms. Hutchinson and seconded by Ms. Devulapally to receive the Audit & Finance Committee report as presented.

Carried unanimously

X. Calgary Public Library Foundation Update

Ms. Hutchinson provided an update from the second virtual meeting of the Calgary Public Library Foundation Board, which included exceptionally high sales of the new Library-branded cloth masks.

A. Calgary Public Library Foundation Update

Ms. Johnson highlighted recent staffing changes as well as the changes in the type and amount of donations received by the Foundation since the beginning of the pandemic.

MOTION by Mr. Macaulay and seconded by Ms. Samuels to receive the Calgary Public Library Foundation report as presented.

Carried unanimously

XI. Other Business

Board Member Transitions: Recognizing Janet Hutchinson and Rob Macaulay

Members of the Board and Administration expressed gratitude for the significant achievements and contributions made to the Library by Ms. Janet Hutchinson and Mr. Rob Macaulay during their years of service as members of the Board. Their last meeting as members of the Board will be held on October 28, 2020.

XII. In-Camera

MOVED by Mr. Macaulay and seconded by Ms. Samuels that the Calgary Public Library Board move In Camera.

Carried unanimously

MOVED by Ms. Samuel and seconded by Mr. Rodych that the Calgary Public Library Board rise and report.

Report: The Calgary Public Library Board receives the recommendations of the ad hoc Recruitment Committee.

Information regarding Board nominations provided In-Camera to the Calgary Public Library Board on September 26, 2018, remain confidential under the Freedom of Information and Protection of Privacy Act; and further that the Calgary Public Library Board approve the recommendations of the Governance Committee on Board appointment candidates and that these candidates be recommended to City Council for its appointment process.

Carried unanimously

XIII. Adjournment

MOVED by Ms. Hutchinson that the meeting be adjourned at 7:55 pm.

Transcribed by Ms. Amanda Robertson.

Mr. Mehta, Chair