

Minutes
Calgary Public Library Board Meeting
Boardroom 0-11, Central Library
Wednesday, March 27, 2019
5:30 pm

In Attendance:

Board

Mr. Avnish Mehta, Chair
Ms. Janet Hutchinson
Mr. Rob Macaulay
Mr. Andrew Rodych
Ms. Shereen Samuels
Ms. Jocelyn Phu
Ms. Debra Giles
Mr. Isaac Elias
Councillor Evan Woolley

Regret

Councillor Druh Farrell

Administration

Mr. Bill Ptacek, Chief Executive Officer
Ms. Mary Kapusta, Director, Communications
Mr. Paul Lane, Director, Corporate Services
Mr. Mark Asberg, Director, Service Delivery
Ms. Ellen Humphrey, CEO, Calgary Public Library Foundation
Ms. Jackie Flowers, Director, Service Design

Guests:

Ms. Terrill Budd, CUPE
Ms. Elsa Gee, CUPE

I. Treaty 7 Opening

Mr. Macaulay acknowledged that we are gathered here today at a place called Moh'kinsstis, a Blackfoot word that means elbow. The word describes the landscape of what is now known as Calgary, an area where the Elbow River meets the Bow River. It is in the spirit of respect and truth that we honour and acknowledge Moh'kinsstis and recognize the traditional territories and oral practices of the Blackfoot people, the Nakoda people of the Stoney Nation, the Beaver people of the Tsuut'ina Nation, and the Métis Nation of Alberta, Region Three. This Library is one of 21 libraries across our city built on this traditional land. Finally, we acknowledge all people who make their homes in the Treaty 7 territory of Southern Alberta.

II. Chair's Opening Remarks

Mr. Mehta shared the outcome of a conversation with ACAD President. ACAD has reviewed our Treaty 7 opening and asked if they could incorporate it into their own customs.

Mr. Mehta introduced Ms. Terrill Budd and Ms. Elsa Gee from CUPE.

III. Review of Agenda

MOVED by Ms. Phu, seconded by Mr. Rodych that the Calgary Public Library Board approve the Agenda for the March 27, 2019 Board Meeting as presented.

Carried Unanimously

IV. Consent Agenda (5 minutes)

MOVED by Mr. Macaulay, seconded by Mr. Elias that the Calgary Public Library Board approve the Consent Agenda, containing the following items:

- A. Minutes of the January 30, 2019 Board Meeting

Carried Unanimously

V. Business Arising

A. No Business Arising from the Minutes

B. Advocacy Updates, including ALTA Report

Ms. Phu presented the ALTA report which included its new website, and encouraged everyone to visit it at www.librarytrustees.ab.ca. Ms. Phu will be adding library resources and advocacy content to test the new website.

VI. Chair's Report

A. Board-Community Library Connections

Mr. Mehta invited everyone to review the Board Community Library Connections. The new guide will be of benefit to all Board members and new board recruits. Each Service Delivery Manager will connect with their respective Board member.

Mr. Mehta encouraged everyone to attend the 2019 ALC and appreciated everyone's participation at the March 2019 Board Retreat.

VII. Chief Executive Officer's Report

Mr. Ptacek reported over 738,000 visits to date at Central Library (approx. 6,000 a day).

A. Services to Day Homes

Mr. Asberg gave an overview of the Day Homes initiative. There are two full time Story Trucks out of two locations with three dedicated programmers and community libraries support teams. The Story Truck visits approximately 16 day homes a week as well as Calgary Housing complex. As of today, the trucks have conducted over 420 visits to over 100 day homes, with 1,850 participants. Each location is visited 4 weeks consecutively to capture progress.

VIII. Audit & Finance Committee

A. Report of the March 19, 2019 Meeting

B. Audited Financial Statement

Mr. Rodych presented a report on the March 19, 2019 Committee meeting which contained the Audited Financial Statement and the Audit report from Deloitte LLP. Deloitte LLP summarized there were no uncorrected misstatements identified or uncorrected disclosure misstatements identified. They also reviewed the adoption of the accounting standards to ensure the new auditing standards were being followed. Deloitte LLP as well evaluated the Calgary Public Library as a viable business that is sustainable and concluded that Calgary Public Library is in a good financial position.

MOVED by Mr. Rodych and seconded by Ms. Samuels that the Calgary Public Library Board approve the Draft Audited Financial Statements of the Calgary Public Library Board for the year ended December 31, 2018.

Carried Unanimously

C. Annual City Allocation for Life Cycle Asset Management Updates

Mr. Rodych presented a report that requested the Board to approve the allocation of the \$225,000 received annually from The City of Calgary to refresh the Life Cycle Asset Management Plan. The funds will be segregated and drawn down as required to ensure that the Asset Management Plan is current and supports continued life cycle planning.

MOVED by Mr. Rodych and seconded by Ms. Giles that the Calgary Public Library Board receive and approve the allocation of the \$225,000 received annually from The City of Calgary to refresh the Asset Management Plan.

Carried Unanimously

D. Risk Register Revision

Mr. Rodych presented changes to the risk factors and a streamlined report of risk-related information going forward. The new risk register rating scale report would be a 3 by 3 matrix that would produce three colored zones and levels of impact (Low, Medium and High), which will be used to characterize the individual risk factors in both pre and post mitigation states and create a method to triage results over the course of the year. Mr. Rodych invited feedbacks from the Board upon review.

IX. Strategy & Community Committee

A. Report of the March 12, 2019 Meeting

Mr. Elias presented the review of March 12, 2019 Committee meeting which included the review of the Scorecard and the agendas for future committee meetings will focus on the Strategic Plan alignment.

B. Increasing Hours of Service

Mr. Asberg presented the variations and increase in the Calgary Public Library opening hours including the new Seton Library. The changes include the addition of Sunday hours year-round at Louise Riley, Village Square, and Central Library, resulting in 15 libraries that will now open on Sundays in the summer months. In addition, Central Library is now open at 9:00am on Saturday mornings.

MOVED by Mr. Elias seconded by Ms. Hutchinson that the Calgary Public Library Board receive the report, Increasing Hours of Service, for information.

Carried Unanimously

C. Board Advocacy Priorities Updates

Mr. Elias presented the Committee's review of the Board Advocacy Priorities. Changes were made to some of the wording to align and make it more applicable with the Strategic Plan. The advocacy priorities will be valuable for new Board members.

X. Governance Committee

A. Report of the March 6, 2019 Meeting

B. Discussion on Board Meeting Frequency

Ms. Samuels presented the revised Board Meeting Frequency Schedule for 2019. Ms. Giles opposed the new schedule based on the delay in the review of financial statements by the full Board, resulting from there being no Board meetings in April or July. Mr. Macaulay stated that any concerns with the financial statements can be identified by the Audit and Finance committee and brought to the Board when deemed necessary.

MOVED by Ms. Samuels and seconded by Ms. Hutchinson that the Calgary Public Library Board approve the proposed 2019 Calgary Public Library Board Meeting Frequency Schedule as amended.

Motion Carried
Opposed: Ms. Giles

XI. Calgary Public Library Foundation Update

Ms. Hutchinson reported no Foundation Board meeting has taken place since her last update to the Library Board in February. The next Foundation Board meeting will be the AGM on May 14, 2019.

A. CPL Foundation Update

Ms. Humphreys presented the Gift highlights of the Foundation.

XII. In Camera

MOVED by Ms. Phu and seconded by Ms. Hutchinson that the Calgary Public Library Board move In Camera.

Carried Unanimously

MOVED by Mr. Macaulay and seconded by Mr. Elias that the Calgary Public Library Board called for a motion to Rise Without Reporting.

Carried Unanimously

XIII. Other Business

Mr. Mehta informed the Calgary Public Library Board it would be receiving the Community Inclusion Award taking place on April 5, 2019 in Edmonton and asked if any Board members can attend to receive the award on behalf of the Calgary Public Library.

XIV. Adjournment

MOVED by Ms. Shereen to adjourn the meeting at 7.30pm

Transcribed by Dee Adekugbe

Mr. Avnish Mehta
Chair

Mr. Bill Ptacek
Chief Executive Officer