

**Approved Minutes  
Calgary Public Library Board  
Central Library Boardroom 0-11  
Wednesday, January 31, 2024  
5:30 pm**

**In Attendance:**

**Board:**

- Evan Legate (Chair)
- Kate Andrews
- Haritha Devulapally
- Gillian Hynes
- Crystal Manyfingers (Remote)
- Aaron J. Noga (Remote)
- Councillor Kourtney Penner
- Dana Saric
- Margaret Wu (Remote)

**Regrets:**

- Al-Karim Khimji

**Administration:**

- Sarah Meilleur, *CEO*
- Tracy Johnson, *CEO, Calgary Public Library Foundation*
- Mary Kapusta, *Director, Communications and Engagement*
- Laura Komianos, *Executive Assistant*
- Paul Lane, *Director, Strategy and Planning*
- Melissa Legacy, *Director, Visitor Experience*
- Amanda Robertson, *Executive Assistant*
- Heather Robertson, *Director, Service Design and Innovation*

**Guests:**

- Terrill Budd, *CUPE Local 1169*

**1. Treaty 7 Opening**

Gillian Hynes opened the meeting respectfully with a land acknowledgment. The Calgary Public Library Board opens all meetings 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 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'I, 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**

Evan Legate welcomed all members of the Board, Library Administration, and one CUPE 1169 representative to the first meeting of the new year.

## **3. Review of Agenda**

**MOVED** by Haritha Devulapally and seconded by Kourtney Penner that the Calgary Public Library Board approve the agenda for the January 31, 2024 meeting as presented.

Carried unanimously

## **4. Consent Agenda**

Evan Legate read the item listed under the consent agenda:

- A. To approve the minutes of the November 29, 2023 Board meeting

**MOVED** by Gillian Hynes and seconded by Kourtney Penner that the Calgary Public Library Board approve the Consent Agenda as presented.

Carried unanimously

## **5. Business Arising**

### **A. Alberta Library Trustees Association Report**

Gillian Hynes attended the first Alberta Library Trustees Association (ALTA) Board meeting following the Library Board's decision in November 2023 to resume annual appointments of representatives to the ALTA Board.

Hynes advised that the ALTA Board continues to meet once each month and that they have expressed enthusiasm for Calgary being represented on the Board once more. A priority for the ALTA Board at present is creating value in Alberta's library environment for all members.

The November ALTA symposium sold out and brought new members to the association. A survey will be shared with member institutions to discern what should be offered next time. All ALTA reps are encouraged to host a "Coffee Chat" and Board trustees at member institutions are invited to participate in the regular "Coffee Chat" engagements to connect with peers across Alberta.

Evan Legate directed Administration to include an ALTA Report in each Board meeting agenda going forward.

### **B. Other Business Arising**

Gillian Hynes advised that the Board Retreat Planning Committee is still in the early stages of planning, but has identified a need for team building, gaining clarity on roles and advocacy, and deepening the Board's connection to Truth and Reconciliation. The Committee will meet again on February 1, 2024 to continue planning and will provide an update at the next meeting

of the Strategy and Community Committee on February 14, 2024.

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

Evan Legate advised that as Board Chair, he is continuing to meet one-on-one with new and continuing Board members.

Legate and Sarah Meilleur met with Minister of Municipal Affairs Ric McIver this week to discuss provincial funding for libraries. The conversation was positive and the Minister expressed appreciation for the points brought forward by the Library.

## **7. Chief Executive Officer's Report**

Sarah Meilleur presented operational highlights from 2023 and January 2024.

The Library experienced a record-breaking 2023 as it completed the first year of full service to the public following years of disruption. It was a year of regrowth, rebuilding, and new benchmarks for future comparison.

The year ended with over 750,000 active members, demonstrating the Library's role as a critical community support; over 17 million digital and print circulations, demonstrating the Library's role as a resource; and over 80,000 bookings for the 90 meeting rooms found throughout the system, demonstrating the community demand for Library spaces.

To support the increased demands on Library services due to challenging behaviours, population growth, and inflation, Library leadership has been seeking additional funding from both the City of Calgary and the Province of Alberta. The Library applied for one-time additional funds from the City through their 2024 budget allocation to support mitigation for public safety and security concerns. The Library also met with Minister of Municipal Affairs Ric McIver to advocate for an increase to the per capita funding rate for libraries in Alberta to reflect inflation since 2016. Municipal Affairs has also been asked index library funding to current population levels, to reflect the growing population the Library is serving.

Meilleur presented highlights from the CEO's Report, including volunteer statistics, Caretakers of the Land series, the Homebound Readers service, as well as English language and literacy resources.

Going forward in 2024, the Library will be focused on scaling up the system to ensure staff, volunteers, spaces, and services are ready for the future. The Library will also examine its resources, operations, and capacity to ensure efficient and effective operations. The Library will prioritize technology and innovation, creating strong technological foundations and investing in service innovation.

Plans from 2023 will be coming to fruition in 2024, including welcoming Second Cup to Central Library, completing Fish Creek Library renovations, launching Engine 23, and opening a new and innovative service point to serve the communities surrounding Skyview Ranch.

**MOVED** by Kate Andrews and seconded by Gillian Hynes that the Chief Executive Officer's Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

## **8. Governance Committee**

### **C. Report of the January 10, 2024 Governance Committee Meeting**

Dana Saric presented the minutes of the January 10, 2024 Governance Committee meeting.

**MOVED** by Kate Andrews and seconded by Gillian Hynes that the January 10, 2024 Governance Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

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

#### **A. Report of the January 17, 2024 Strategy and Community Committee Meeting**

Crystal Manyfingers presented the minutes of the January 17, 2024 Strategy and Community Committee meeting.

**MOVED** by Kate Andrews and seconded by Gillian Hynes that the January 17, 2024 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 January 24, 2024 Audit and Finance Committee Meeting**

Haritha Devulapally presented the minutes of the January 24, 2024 Audit and Finance Committee meeting.

**MOVED** by Kate Andrews and seconded by Kourtney Penner that the January 24, 2024 Audit and Finance Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

#### **B. Q4 2023 Risk Register**

Haritha Devulapally reviewed the Q4 2023 Risk Register.

**MOVED** by Dana Saric and seconded by Gillian Hynes that the Q4 2023 Risk Register be received by the Calgary Public Library Board for information as presented.

Carried unanimously

#### **C. 2024 Budget Presentation and Revolving Demand Facility**

Haritha Devulapally reviewed the 2024 Budget Presentation and advised that the Audit and Finance Committee reviewed and approved of the revolving demand facility, increased in 2024 to \$5.45 million to reflect the Board's policy.

**MOVED** by Kate Andrews and seconded by Kourtney Penner that the 2024 Budget Presentation be received by the Calgary Public Library Board for information as presented.

Carried unanimously

#### **D. 2024 Operating Budget**

Haritha Devulapally presented the 2024 Operating Budget.

**MOVED** by Gillian Hynes and seconded by Dana Saric that the 2024 Operating Budget be approved by the Calgary Public Library Board as presented.

Carried unanimously

#### **E. 2024 Lifecycle Workplan**

Haritha Devulapally presented the 2024 Lifecycle Workplan.

**MOVED** by Margaret Wu and seconded by Kourtney Penner that the 2024 Lifecycle Workplan be approved by the Calgary Public Library Board as presented.

Carried unanimously

#### **F. 2024 Operating Reserve**

Haritha Devulapally presented the 2024 Operating Reserve report.

**MOVED** by Margaret Wu and seconded by Aaron J. Noga that the 2024 Operating Reserve be approved by the Calgary Public Library Board 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.

Financial statements are still in process for the year ended December 31, 2023, but this was the Foundation's most successful fundraising year since 2019 and represents a new benchmark year following three years of disruption to regular Library operations.

The Foundation will be hosting several significant events in 2024, including a cookbook-themed Locked Library on February 23, the grand opening of Engine 23 at Fish Creek Library, a casino fundraiser on June 27 and 28, and Lit Gala on November 2.

**MOVED** by Kourtney Penner and seconded by Kate Andrews 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**

No changes were requested at this time.

### **13. Other Business**

None.

#### **14. In Camera**

**MOVED** by Haritha Devulapally and seconded by Kourtney Penner that the Calgary Public Library Board move in camera at 6:34 pm.

Carried unanimously

The Board dismissed all others from the meeting with the exception of Sarah Meilleur, Tracy Johnson, Mary Kapusta, Laura Komianos, Paul Lane, Melissa Legacy, Heather Robertson, and Amanda Robertson.

**MOVED by Kate Andrews and seconded by Gillian Hynes that the Calgary Public Library Board rise and report.**

Report:

1. The Calgary Public Library Board approve the Public Library Services Branch Annual Survey as presented for submission to the Province of Alberta on behalf of Calgary Public Library.

Carried unanimously

#### **15. Adjournment**

**MOVED** by Gillian Hynes that the meeting be adjourned at 6:37 pm.

Transcribed by Amanda Robertson.

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Evan Legate  
Board Chair