

CALGARY PUBLIC LIBRARY

Board Meeting

5:30 PM, Wednesday, June 26, 2024
Central Library Boardroom 0-11



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TREATY 7 LAND ACKNOWLEDGEMENT

With gratitude, mutual respect, and reciprocity, we acknowledge the ancestral home, culture, and oral teachings of the Treaty 7 signatories which includes the Siksika (*Six-ih-gah*) Nation, Piikani (*Bee-gun-knee*) Nation, Kainai (*Gah-nah-wah*) Nation, the Îlethka (*Ee-ith-kah*) Stoney Nakoda Nation, consisting of the Chiniki (*Chi-ni-key*), Bearspaw (*Bears-paw*), and Good Stoney Bands (*Good Stoe-knee*), and the people of the Tsuut'ina (*Sue-tin-ah*) Nation. The City of Calgary is also homeland to the historic Northwest Métis and to the Otipemisiwak (*Oh-tay-Pem-soo-wak*) Métis Government, Métis Nation Battle River Territory, Nose Hill Métis District 5 and Elbow Métis District 6.

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 (*Wing-cheese-pa*), Guts'ists'I (*Goo-tss-is-tsee*), and Moh'kinstsis (*Moh-gin-tss-is*), 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.

PRONUNCIATION GUIDE

HELLO:

Oki - Ohh-gee (Blackfoot hello)

Âba Wathtech - Um-ba-wath-stitch (Stoney Nakoda hello)

Danit'ada - Duh-nee-duh-duh (Dene hello)

Taashi – Tawn-she (Michif (Métis language) hello)

Mohkinstsiss (Moh-gin-tss-is) means where the two rivers meet / the elbow at the confluence of the Bow and Elbow Rivers. Refers to where the two rivers meet and what we refer to today as Calgary.

CEO Report June 2024

We are preparing for a very fun summer at Calgary Public Library. Summer brings the return of annual programs and events, like our Canada Day party at Central Library and our special Treaty 7 Storytimes at the Elbow River Camp during the Calgary Stampede. Our Book Trucks and Story Trucks will be in neighbourhoods, delivering programs and creating new links to the Library for readers of all ages and interests. You can also follow Powwow Trail 101 around the city as we embrace the traditions of each First Nation found in Treaty 7 territory. And of course, stop by a community library to see what fun activities the staff have planned to help keep kids practicing their literacy and learning skills throughout the summer.

One of our largest and most popular programs is our Ultimate Summer Challenge and it's the best way for kids to keep up reading habits when school is out, and for readers of all ages to connect and take the challenge to read every day. Registration is free and opened on June 1. You can register at any location or through our website. This year we created a handy video to help you sign-up on [Beanstack](#) to log your reading and we expect nearly 20,000 registrants to sign up to build a love of reading.

Earlier this month, I was pleased to attend a luncheon hosted by the Rotary Employment Partnership, a collaboration between local Rotary Clubs, Inclusion Alberta, and the Government of Alberta. This partnership coordinates with the business community and municipalities across the province to create meaningful employment opportunities for people with intellectual disabilities. We have hired sixteen employees through the program since 2016, the most employees of any organization working with Inclusion Alberta.

In May, we hosted a delegation of executive leaders from Edmonton Public Library for an information exchange and guided tours of Central, Fish Creek, and Saddletowne libraries. We have enjoyed a long-standing partnership and friendship with Edmonton Public Library that we look forward to continuing with more shared programming, services, and advocacy in the years to come.

This spring I attended the Urban Libraries Council CEO Roundtable. Those two days of networking, information sharing, and peer mentorship are always an opportunity to connect more deeply with other library systems and this session was no exception. Themes and topics included partnerships, homelessness, supports for staff, security, and more. We are now working with several urban libraries from across North America to coordinate delegations who wish to learn about our successes in Calgary.

Later in June, I will attend the American Library Association (ALA) Annual Conference. This conference is the largest in the world for libraries and is an important time for us to connect with leaders from other systems and hear about trends that could make their way to Canada. ALA has recently been making headlines in the United States for their firm stance towards opposing book bans and denouncing censorship.

I was recently appointed Vice-Chair of the Canadian Urban Libraries Council (CULC) Executive. CULC is a long-time partner of the Library and creates important opportunities for Library staff to connect with colleagues across the country. I will be representing the Library and Alberta on the Executive for the 2024 – 2025 term and look forward to this opportunity for deepening our relationships with other urban library systems in Canada.

Government Relations

On June 17 we hosted a tour of Central Library for City Councillors and their staff. As one of the City's largest civic partners, we work closely with the support staff in each councillor's office to ensure they have the latest information about Library needs and usage in their respective wards throughout the year.

A new regional park will be developed in the community of Seton in the green space between Seton Drive SE and Seton Park Road SE. The future regional park will include approximately 6.4 hectares (15.8 acres) of land with specialized amenities and open spaces. The City of Calgary will be seeking public input on potential amenities for this space and Seton staff took the time to assemble their own feedback at their May staff meeting. Feedback will inform the design process for developing a master plan for the park that reflects community and regional needs. The new Seton Regional Park is anticipated to open for public use in 2027 or 2028.

We are always honoured to play a part in newcomers' settlement stories, so we are thrilled to be hosting new Canadian citizens on June 27 in the Patricia A. Whelan Performance Hall. This special ceremony is open to members of the public wishing to bear witness as a group of 50 – 80 people who have recently passed their citizenship exam are sworn in.

As I shared in May, I was invited to participate in a roundtable with Premier Danielle Smith and newcomer-serving institutions from around the city. The conversations from that session have continued and I was pleased to be joined recently by Board Chair Evan Legate to host Chika Daniels, the Outreach Manager for the Office of the Premier, for a tour of Central Library to share the importance of library services and continue to advocate for increased funding to support the increased population the Library is serving.

System Developments

Library locations along the CTrain line began their Sunday morning pilot on June 2. Sunday morning traffic has been steady so far with visitation increasing by an average of 17 per cent at these locations compared to Sundays in June 2023. The response from the community has been positive with questions already coming in to ask whether this will be a permanent change. This pilot was initiated using some of the one-time safety and security funds provided by the City of Calgary this spring. We are continuing to monitor the effects of these expanded hours and will continue conversations with City Council about sustainable and ongoing operational funding to support increased measures targeting safety and security concerns.

The one-time safety and security funding from the City has also allowed our Security team to increase their overnight shifts beginning in May. This has already resulted in a noticeable decrease in overnight encampments and disorder on the Library steps.

As part of our ongoing efforts to create a welcoming environment outside of Central Library, activations have been taking place under the archway and will continue throughout the warmer months. In June, you may have heard Indigenous music, Treaty 7 Storytime, or drumming and dancers for National Indigenous Peoples Day. On June 28, we are looking forward to an improvisational music, dance, and spoken word performance by One Big Jam.

At the end of May, Vibrant Communities Calgary published a new report, [*No place to go: Examining homelessness and social disorder as it relates to transit in Calgary*](#). Individuals interviewed for the report listed libraries as one of the few safe places to spend the day, particularly where there is no pressure to spend money. Central Library staff were cited specifically for their welcoming approach. At the same time, we know that our spaces and resources are just one small piece of the puzzle. The Library is not positioned to address the root causes of rising homelessness, mental health, addiction, and food insecurity needs we see in our communities. Conversations are ongoing between Library leadership and elected officials to ensure those allocating resources are aware of the unique challenges faced by our staff.

Lifecycle renovations at Giuffre Family Library are underway and going smoothly. One quarter of the location is now behind hoarding walls, but staff have worked hard to ensure all collections are still available to visitors. We appreciate the patience of staff, volunteers, and our members while we finish this important update for this nearly 40-year-old location.

Plans for Louise Riley Library's "pocket" Early Learning Centre are underway. The term "pocket" is being used to describe the smaller footprint in which the space will be developed. Staff have been

piloting playful engagement materials and measuring the response of young visitors to inform the ways the final design will be approached later this year once a vendor is awarded the contract.

Construction continues at Prototype: Skyview, the forthcoming temporary location in northeast Calgary. While construction takes place, the Service Design team has been developing a framework to prioritize and evaluate pilot initiatives within the four pillars being explored in that space over the next few years: digital equity; place and space; people and connection; and languages. In collaboration with Service Delivery leadership from the northeast cluster of community libraries, Service Design is ideating on the best ways for staff to measure the success of each initiative as it cycles through the location while maintaining a focus on providing excellent visitor experiences.

Newcomers Desk services are now available at eight Library locations with a new Saturday service pilot being introduced at Seton Library. This location was chosen due to data showing a large number of recent newcomers residing in the surrounding communities. A new Friday service pilot also began at Central Library in May and has resulted in a tremendous usage increase to 114 visits up from an average of 64 per month.

On June 15 we celebrated Neighbour Day at select locations across the system. Held on the third Saturday of June, this special day began in the aftermath of the 2013 flood and has evolved into an occasion to celebrate connections between neighbours across the city. We celebrated the day by honouring the original caretakers of the land – our neighbours across Treaty 7. The community joined us for Elder Storytimes, Indigenous refreshments, performances by Indigenous artists, and more.

Operational Highlights

Create Purpose Together

May was Canadian Jewish Heritage Month. Calgary's Story marked the occasion by building a commemorative display at Central Library, sharing a curated booklist on our website, and partnering with the Jewish Historical Society of Southern Alberta to host two events reaching approximately 60 participants. Staff also visited the Jewish Community Centre to meet with an English Conversation Group there to connect them with Library services and sign some up for their first Library cards.

On June 4 and 5, the Library helped host the 2024 Mayor's Environmental Expo. This free annual event aims to educate Calgary's youth on meaningful steps they can take to protect the environment. School groups were invited to explore the expo, which featured more than 35 interactive exhibits as well as over 30 virtual and 80 in-person workshops to engage and empower youth to take action for the environment.

In June, Saddle Towne Library welcomed a delegation from the City of Calgary's Federation of Canadian Municipality conference for a tour of Genesis Centre and its partners. The tour was organized by Planet Youth and 1000 Voices with emphasis on how those entities work collaboratively with the co-located organizations, including the Library. We appreciate the work of community library staff at Saddle Towne and other locations who develop these strong, strategic connections with organizations in their local communities.

Shawnessy YMCA has been successful in obtaining an Alberta government grant to activate the exterior courtyard at the facility, including space for activities and programming. Upgrades may begin as soon as this fall and we will continue to work collaboratively with Shawnessy YMCA on this and other initiatives in our shared facility and community hub.

Forest Lawn Library continues to be very popular with students over the lunch hour. The main part of the Library will be packed with junior high students as well as the Pop-Up Lunch space in our basement program room. This program was devised by staff looking for a way to create a safe and welcoming experience for teens while minimizing disruption for other Library users during peak hours. Pop-Up Lunch has seen almost 1,900 students since the start of the year.

The Library is observing Pride Month in June with a late-night rooftop film screening at High Park in partnership with Beltline Neighbourhoods Association, Calgary Cinemathique, and Calgary Pride. Join us on June 27 to watch *Paris is Burning*, a film chronicling the 1980s drag-ball culture of New York City through the eyes of the African American and Latinx communities that drove the movement. We are also looking forward to Calgary's official celebration of Pride in September.

Selectors review and re-order classic titles every year and noticed that adult book re-ordering was impacted by TikTok trends again this year as members continue to use the popular social media platform as a means of sharing book recommendations. The algorithm has driven interest towards Russian classics, Sylvia Plath, Donna Tartt, and Franz Kafka in addition to the popular genres of romance and "romantasy".

Champion a Sense of Belonging

On June 20, we observed World Refugee Day, which honours the strength and courage of those who have been forced to flee their home countries to escape conflict or persecution. In partnership with Calgary Local Immigration Partnership (CLIP) and Gateway, this year's event included a short film screening, panel discussion, call to action, and resource fair.

Truth and Reconciliation are foundational to the Library's approach all year, but we emphasize this important work in June as we honour National Indigenous History Month. We kicked off the month with opening ceremonies at The Confluence (formerly Fort Calgary) where staff were also able to bring a Book Truck to engage with dozens of visitors, distribute special edition Glenna Cardinal Library cards, and promote the Library's range of Indigenous services, such as the Elders Guidance Circle.

The Indigenous Services and Events teams organized an incredible series of National Indigenous History Month programming this year, featuring The Secret Path with Mike Downie, a talk about the story of Chanie Wenjack and the history of residential schools in Canada. Other notable sessions included: a book launch for *Îethka: Stories and Language in Stoney Nakoda Country* by Valentina Fox and Trent Fox; a drum circle and traditional storytelling session with Skip Wolfleg; an overview of pre-contact Indigenous ways of knowing with Elder Adrian; traditional Indigenous games and sports at Central Library; teachings about the significance of and creating a culture of respect around Two-Spirit people; and much more.

For the month of June, the Create Space at Central Library has turned into a giant map of the gathering place where the Bow and Elbow rivers meet. While viewing this installation by local artist May Kineytums, visitors can participate in activities intended to encourage reflection on their own relationships to the land of Treaty 7 as well as the Seven Sacred Teachings.



Central Library's Create Space hosted an installation by May Kineytums for National Indigenous History Month

The Collections team has been working on a review of World Language materials and has recently launched a small pilot collection of Ukrainian titles in the Libby app to support increased demand for Ukrainian titles while also testing members' interest in digital content outside of English and French.

This starter collection contains primarily adult fiction in eBook format. This pilot will help us determine further titles and additional languages that could be added to the Library's digital collection.

Energize Lifelong Learning

Every Wednesday in May, Elise Stolte from CBC Calgary visited Forest Lawn Library to lead a writing workshop called Telling Your Story. Over the course of the program, Stolte helped a group of adults to each write a story about one of their lived experiences. A highlight of the program was at the last session when Tamara Balkan, the CBC National First Person Editor, made a guest appearance over Zoom to answer questions about getting stories published with CBC.

Last month, 9,275 students attended LitCon, the third annual Literary Arts festival hosted by the Library, in partnership with Wordfest. With offerings for grades K to 12, the Library welcomed 342 classes for virtual programming, in-person programming at key library locations, and hosted a hybrid keynote with Richard Van Camp for an audience of 1,118 kids, of which 118 joined in-person at Central Library.

Applications for the Bright Futures Scholarship closed on May 26, 2024, with 17 active Library volunteers between the ages of 17 – 25 applying for one of three scholarships (\$3,500, \$2,000, and \$1,000) to support their post-secondary education. 2024 applications increased from only nine in 2023, indicating a strong return of teens and youth to the volunteer team. Watch our social channels for winners to be announced in July.

In partnership with Kids Photography Academy, the Library offered free toy photography lessons for kids at Seton and Bowness libraries in June. Kids were invited to get creative and learn key skills like using perspective, setting the scene, and using photography to tell a story.

Kindergarten readiness events have been continuing for families preparing to start school in the fall. Families can play games, do crafts, experience sensory tables, and pick up their kindergarten-aged child's official Kindergarten Book Bag with resources and curated Library books to enjoy at home.



Sage Hill Kindergarten Family Event participants showing their Library love with temporary tattoos and stickers

Since February, Country Hills Library has provided space for the YMCA to host Tutoring Table every Monday afternoon. Each week, up to 20 motivated high school students have dropped in to receive free math tutoring. The program is wrapping for the year at the end of June and Country Hills staff are already coordinating with the YMCA to resume hosting this growing program in September.

In alignment with the Library's Outreach strategy, Seton Library staff have been making new connections to fill the upcoming summer calendar: Spanish storytime for the Closer to Home subsidized housing complex; French and English storytimes and book deposits at Little Sundance Daycare; summer storytimes in the new neighbourhood of Rangeview; and Library Month at Your Daycare at a Korean childcare facility.

Signal Hill Library staff were invited to bring the Book Truck to the Tsuut'ina Nation Health and Wellness Fair. They spoke with approximately 150 participants and signed several people up for new Library cards. This is part of an ongoing connection between Signal Hill Library and the Tsuut'ina Nation, which has included representing the Library at the combined Chiila Elementary School and Chief Big Belly Middle School Family Literacy Night as well as doing routine Book Truck visits to Tsuut'ina Department of Education schools.

Seniors Van Day is a targeted program designed to bring Library services to care homes throughout the city each month. With a growing waitlist, the Library has introduced an additional program date for staff to visit senior living facilities and register new Library cards, demonstrate different formats available in the collection, as well as connect residents with additional information about how the Library can support the needs of elders in our communities.

In June, the Libby app will reach a milestone 30 million circulations since the service was launched at the Library in 2006. Two thirds of those circulations have taken place since 2019. Rapid growth over the past five years has been driven by a combination of increased digital investment during the pandemic, enhanced curation efforts, and strategic purchasing decisions. In 2024, the Library remains on track to reach a record 5 million annual eBook and audiobook circulations.

Selectors have noticed surging interest in the Learn to Read collection, which had a year-to-date circulation increase of 41,779 from 2023. Another format that experienced sustained year-over-year growth is graphic novels. Year-to-date usage has increased by 17,471 circulations for young adult graphic novels and 26,085 for children's graphic novels.

To support increased circulation of the Learn to Read collection and to meet demand from teachers and caregivers for decodable books emphasizing phonics-style learning, Collections has purchased two new decodable series. The first, *Decodables by Jump!*, is a series of 110 nonfiction titles spread over 11 levels, using the science of reading to nurture this skill in young readers. *BOB Books* is another popular series that uses approachable phonics-based stories to build a reader's confidence as they practice their literacy skills.

Impact Moments

Reading is directly linked to so many other aspects of learning and it is key for learners to read or be read to every day. A member shared her family's story with Saddletowne staff when asking about the registration date for Ultimate Summer Challenge:

She was excited to share that last year her son (then 4 years old) registered and read all summer. He enjoyed it so much that reading was adopted as a family tradition after bath time between him and his father. Now 5 years old, her son has not missed a single evening of reading since registering last summer. The nightly reading has increased his understanding and love of stories and he can now explain how stories unfold and articulate different plot points.

Newcomers often tell us the Library is one of the first stops on their settlement journey here in Calgary. When Southwood Library staff found a Ukrainian passport at their location they kept it safe for months without a way of contacting its owner until a young girl and her mother came forward to ask if it had been found. They had little hope of finding the passport but last remembered photocopying it at Southwood Library. They left the Library with the passport and returned shortly after that with donuts to show their thanks to staff.

Most people may not think of martial arts when they think of the Library, but Louise Riley Library's programming room has been regularly booked on Friday mornings to host a group practicing Taiji – a form of exercise characterized by mindfulness, flowing movement, and deep breathing. We love to see the creative ways in which our bookable spaces can meet the community's needs.

Service Design and our School Support Librarian were pleased to host 50 Calgary Board of Education teachers for an Indigenous Day of Learning at Central Library. Mookaksin was a two-part session featuring a smudge, a tour of Indigenous Placemaking installations, a presentation on Library resources supporting Treaty 7 education, and an activity from the recently updated

Caretakers of the Land Education Guide. This was an important opportunity to connect participants with resources to benefit them as individuals interested in Reconciliation and as educators seeking ways to support their students:

I wanted to thank you for the sessions you hosted this morning for teachers. This was my first time at Central Library, and I was very impressed with the thought and work for design in collaborating with Indigenous Elders embodying Indigenous learnings. I was not aware of the many resources available to us as parents and educators and appreciate your time this morning to share these resources with us.

Tech Mentors is a popular volunteer-led program where Library members can visit a location for drop-in support for digital literacy. A Tech Mentor volunteer recently shared their experience with the program:

Being a tech mentor is one of the most fulfilling volunteering opportunities at the Library. Patrons come here with more intentionality compared to the other drop-in programs. They head to the Library with specific questions to learn how to use their devices and navigate the online world. Seniors make their way to the Library to get answers to what we thought were simple things, like converting a Word file into a PDF before sending it in an email. Others need assistance with more complex concerns, such as using Google Workspace and hosting a meeting on Zoom. Whichever the case may be, they always appreciate the service, and it feels as though I have been of great help. Hence, the Tech Mentors program is a rewarding opportunity to share knowledge and a noble way of giving back to the community.

Unapproved Minutes
Governance Committee Meeting
Calgary Public Library Board
Online via Microsoft Teams
Wednesday, June 5, 2024
5:30 pm

Board in Attendance:

- Dana Saric (Chair)
- Kate Andrews
- Haritha Devulapally
- Gillian Hynes
- Al-Karim Khimji
- Evan Legate
- Aaron J. Noga

Regrets:

- Crystal Manyfingers

Administration in Attendance:

- Sarah Meilleur, CEO
- Paul Lane, Director, Strategy and Planning
- Heather Robertson, Director, Service Design and Innovation
- Amanda Robertson, Executive Assistant

1. Treaty 7 Opening

Haritha Devulapally respectfully opened the meeting with a land acknowledgment.

2. Review of Agenda

In the interest of time with a full agenda, the Committee agreed not to share a “Mini Moment” and move straight from Business Arising to the Board Recruitment Update.

The Committee noted that agenda item 3 is listed as the minutes of the June 5, 2024 meeting and directed Administration to correct this to May 8, 2024.

MOVED by Gillian Hynes that the June 5, 2024 agenda be approved as amended.

Carried unanimously

3. Approval of Minutes

MOVED by Aaron J. Noga that the minutes of the May 8, 2024 Governance Committee meeting be approved as amended.

Carried unanimously

4. Business Arising

None.

5. Board Recruitment

A. Board Orientation Process Review

The Committee discussed the existing orientation process for new Board members and whether any recommendations can be brought forward to the Board to improve the process for the next onboarding period.

A special presentation was administered outside of the orientation schedule this year with the intention of providing an environmental scan of the library sector for incoming Board members before beginning work in support of the Alberta Library Trustees Association. The Committee directed Administration to include this Alberta Library Service presentation in the orientation schedule as an optional offering for the next intake of new Board members.

The Committee discussed whether any changes should be recommended for the more informal mentorship process with each new member being assigned a more experienced Library Board member as a “buddy”. No recommendations were made during the meeting and Board Chair Evan Legate reminded Committee members that feedback can always be brought to him or to Vice-Chair Al-Karim Khimji directly.

Committee members were advised that further comments regarding the orientation process may be shared directly with Dana Saric.

ACTION – Administration to add the Alberta Library Service presentation to the orientation schedule.

6. Board Self Evaluation

A. Board Self Evaluation Questionnaire Review

The Committee directed Administration to insert two new questions regarding intellectual freedom into the self-evaluation questionnaire under the category “Work: Strategic Planning, Governance, Advocacy, and Oversight”:

- I understand the principles of intellectual freedom and their importance to the Library.
- The Board operates with a view to fostering and protecting intellectual freedom.

MOVED by Haritha Devulapally that the two new proposed questions on the matter of intellectual freedom be included in the Board Self-Evaluation Questionnaire in the category of Work: Strategic Planning, Governance, Advocacy, and Oversight.

Carried unanimously

The Committee revised the language of question 11 under “People: Board Meetings, Responsibilities, Orientation, and Succession Planning” to include “Indigeneity and other lived experiences”. The question will now read:

- The Board composition reflects the best practices of Equity, Diversity, Inclusion, and Belonging (the promotion, representation, participation, and sense of belonging for different ages, races, ethnicities, abilities, disabilities, genders, religions, cultures,

sexual orientations, Indigeneity, and other lived experiences).

MOVED by Haritha Devulapally that revisions to the existing questions included in the Board Self-Evaluation Questionnaire be accepted as proposed.

Carried unanimously

ACTION – Administration to revise the Board Self-Evaluation Questionnaire as directed before implementing in October 2024.

Gillian Hynes reviewed a proposed demographic survey. Administration advised that a representative from the City of Calgary will share the optional demographic questionnaire completed by applicants to those boards, commissions, and committees whose recruitment is administered by the City. The Committee agreed with the content of Gillian's questions and gave provisional approval for its use pending the update from the City of Calgary.

MOVED by Kate Andrews that the proposed demographic survey questions be adopted by the Governance Committee and administered as an optional appendix to the 2024 Board Self-Evaluation Questionnaire in October, conditional upon alignment with the demographic information collected by the City of Calgary.

Carried unanimously

ACTION – Administration to notify Dana Saric and Gillian Hynes when the City of Calgary demographic survey is received.

7. Bylaws, Policies, and Processes

A. Board Governance Bylaw Review

The Committee finalized new proposed language for subsection 7.3(c):

Board members must report all material breach or potential breach of these Bylaws of which they may become aware to the Board Chair. The Board Chair will ensure the confidentiality of all disclosures. Once a breach has been reported, the Board Chair will review the circumstance and details of such breach and will notify the Board Member to seek a response. The subject Board Member has the right to complete information and the right to respond fully to the potential breach. The identity of the reporter will not be disclosed, unless required by law or in a legal proceeding. The Board Chair makes a decision and completes a report of the review in a timely manner. The decision may range from finding no potential breach to one that reveals criminal conduct. Board Members who do not comply with the Bylaws may be subject to disciplinary action up to and including their removal from the Board. The Chair of the Audit and Finance Committee or other applicable Board Committee or the Board Chair will provide the Board with a summary report regarding breach notifications annually.

A report of a potential or actual breach by the Board Chair should be made to the Board Vice-Chair or other applicable Board Committee Chair who will perform all of the duties normally performed by the Board Chair as outlined above.

The Committee finalized new proposed language for subsection 7.4:

It is the responsibility of each Board Member to declare in writing to the Board Chair those private interests and relationships that they believe or identify could be or could be

seen to impact the decisions or actions they take on behalf of the Library. When Board Members become aware of a real, apparent, or potential conflict of interest, they must at the first opportunity disclose such conflict of interest to the Board Chair, or if such Board Member is the Board Chair, the disclosure should be made to the Board Vice-Chair or other applicable Board Committee Chair who will perform all of the duties normally performed by the Board Chair as outlined above. Board Members with a conflict of interest must recuse themselves from voting on motions involving the conflict.

MOVED by Kate Andrews that the Governance Committee recommend the amended Board Governance Bylaw to the Calgary Public Library Board for approval as presented.

Carried unanimously

B. Board Policy Review

Heather Robertson advised that subject matter experts within Administration have completed a review of Board policies to bring language in line with best and current practice, along with other updates as needed.

Committee members will each read the policy book in full, submitting their suggested revisions to Administration by August 9, 2024 to allow time for a summary to be prepared in advance of the September 11, 2024 Governance Committee meeting.

ACTION – Committee members to provide proposed revisions to Administration by August 9, 2024 for review at the September 11, 2024 meeting of the Committee.

8. Governance Committee Workplan Review

Dana Saric reviewed the Committee Workplan. No changes were requested.

9. Other Business

None.

10. In Camera

MOVED by Dana Saric that the Governance Committee move in camera at 6:41 pm.

Carried unanimously

MOVED by Gillian Hynes that the Governance Committee rise and report.

Report:

That information regarding the Chief Executive Officer Performance Review provided In Camera to the Governance Committee of the Calgary Public Library Board dated June 5, 2024, remain confidential under the Freedom of Information and Protection of Privacy Act; and that the matter be recommended to the Calgary Public Library Board for review and approval in camera at the next Regular Meeting on June 26, 2024; and further that the third party vendor facilitating the process be released from their obligation to present results to the Board.

Carried unanimously

11. Adjournment

MOVED by Aaron J. Noga that the meeting be adjourned at 7:20 pm.

Transcribed by Amanda Robertson.

Dana Saric
Committee Chair

CALGARY PUBLIC LIBRARY

Board Governance Bylaw

Passed:

May 27, 2015

Updated:

September 2017

June 2017

May 2020

March 2021

May 2023



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BOARD GOVERNANCE BYLAW

ARTICLE 1. PREAMBLE

1.1 ESTABLISHMENT OF THE BOARD

The Board has been established by the City pursuant to the Act, and is a corporation pursuant to the Act.

1.2 AUTHORITY AND MANDATE OF THE BOARD

The Board, subject to any enactment that limits its authority, has full management and control of the Library and is required by the Act and the Regulations to organize, promote and maintain comprehensive and efficient library services in the City and may co-operate with other boards and libraries in the provision of those services.

1.3 THE BYLAW

The following articles set forth the governance bylaw of the Board.

ARTICLE 2. INTERPRETATION

2.1 DEFINITIONS

In this Bylaw:

- (a) “**Act**” means the *Libraries Act* (Alberta), being Chapter L-11 of the Revised Statutes of Alberta 2000, as amended from time to time, or any statute substituted for it.
- (b) “**Administrative Policy**” means each policy established by the Chief Executive Officer from time to time and designated as an administrative policy of the Library.
- (c) “**Board**” means the board which governs the Library pursuant to the Act.
- (d) “**Board Chair**” means the person from time to time elected or deemed elected as chair of the Board, and includes the Vice-Chair or a temporary chair of the Board when acting in substitution for the Board Chair.
- (e) “**Board Committees**” means those standing committees and ad hoc committees of the Board created by the Board from time to time.
- (f) “**Board Member**” means each person appointed to the Board by the City from time to time.
- (g) “**Board Policy**” means each policy approved by the Board.
- (h) “**Bylaw**” means this Bylaw, as amended from time to time.
- (i) “**Chief Executive Office**” means that location which the Board designates from time to time as the location for its most senior executive office functions.
- (j) “**Chief Executive Officer**” means the person appointed by the Board from time to time as the chief executive officer of the Library.
- (k) “**City**” means The City of Calgary.

- (l) **"City Bylaw"** means Bylaw 38M2006 enacted by City Council, as amended from time to time, and any bylaw substituted for it.
- (m) **"City Council"** means the council for the City pursuant to the *Municipal Government Act* (Alberta), as amended from time to time, or any statute substituted for it.
- (n) **"FOIP"** means the *Freedom of Information and Protection of Privacy Act* (Alberta), as amended from time to time, or any statute substituted for it.
- (o) **"Library"** means the municipal library board established by the City Bylaw.
- (p) **"Organizational Meeting"** has the meaning given to it in section 4.1.
- (q) **"Regular Meeting"** means a Board meeting, the date of which was set at an Organizational Meeting.
- (r) **"Regulations"** means the Libraries Regulation, being Alta Reg 141/1998, as amended from time to time, or any regulation substituted for it, and any additional regulations made pursuant to the Act.
- (s) **"Rules of Order"** means the rules of procedure set out in the most recent edition of Robert's Rules of Order in existence at the time of the meeting in question.
- (t) **"Special Meeting"** means a special meeting of the Board pursuant to section 4.8.
- (u) **"Vice-Chair"** means the person from time to time appointed or elected as vice-chair of the Board.

2.2 INTERPRETATION

- (a) The headings to articles, sections and subsections of this Bylaw are for ease of reference only, but are deemed to not form part of this Bylaw and must not be used to interpret any part of this Bylaw.
- (b) A reference to "this Bylaw" is a reference to the entire Bylaw and not only one particular article or section, a reference to an "article" is a reference to the contents of only that article of this Bylaw, a reference to "section" is a reference to the contents of only that section, and a reference to "subsection" is a reference to the contents of only that subsection of that section.
- (c) A reference to "hereto", "hereof", "herein", "hereby", "hereunder" and similar expressions refers to this Bylaw only.
- (d) Where the context requires, a reference to one gender means the other or neuter gender; a reference to a single number means the plural, and vice-versa; and words importing a person include an individual, partnership, association, body corporate, trustee, executor, administrator, and legal representative.
- (e) Any communication required or permitted pursuant to this Bylaw can be delivered by physical means (including personal, courier or mail delivery), or electronically transmitted (including transmission by facsimile telecopier, electronic mail or other electronic means capable of storing and reproducing a fixed copy of the transmission) to any facsimile telecopier, electronic mail or other electronic to an address designated by the intended recipient as an electronic notice address.
- (f) Save as set out above, words and expressions defined in the Act and the Regulations have the same meanings when used in this Bylaw.

Commented [DS1]: Global change defined term to FOIP

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ARTICLE 3. BOARD STRUCTURE**3.1 APPOINTMENT TO BOARD**

Pursuant to the Act and the City Bylaw, Board Members are appointed by City Council.

3.2 BOARD CHAIR

- (a) The election of the Board Chair shall take place annually at the Organizational Meeting. Any Board Member may nominate any Board Member as a candidate for Board Chair. If only one person is nominated, that person is deemed elected as the Board Chair. If more than one candidate is nominated, there shall be a secret ballot. The Board Chair shall be elected by a majority vote from among the Board Members present at the Organizational Meeting. If there is a tie vote, there shall be repeated rounds of secret ballots until one candidate receives a majority vote.
- (b) The Board Chair shall be elected for a term of one year.
- (c) The person elected or deemed elected as the Board Chair may be removed only by a majority vote of the Board.
- (d) If the position of Board Chair becomes vacant, the Board shall elect a new Board Chair using the procedures described above.
- (e) The Board Chair is entitled to vote on all matters before the Board, shall have the same rights and be subject to the same restrictions as to participation and debate as other Board Members, but shall not have a casting vote in the case of a tie.
- (f) The Board Chair shall be an ex officio member of all Board Committees, and when in attendance at any meeting of a Board Committee, shall possess all the rights, privileges, powers and duties of other members of that Board Committee.

3.3 VICE-CHAIR

- (a) At each Organizational Meeting, the Board shall elect a Vice-Chair, in the same manner as it elects the Board Chair.
- (b) The person elected or deemed elected as the Vice-Chair may be removed only by a majority vote of the Board.
- (c) If the position of Vice-Chair becomes vacant, the Board shall elect a new Vice-Chair using the procedures described [in Section 3.2 above for the Board Chair](#).
- (d) When the Board Chair is not present at a Board Meeting or is otherwise unable to carry out all or any of the designated duties, the Vice-Chair shall preside in place of the Board Chair.

3.4 TEMPORARY CHAIR

In the absence of both the Chair and the Vice-Chair from a Board meeting, the Board Members attending the meeting may elect a temporary chair to preside over the meeting in question, using the election procedure set out [in Section 3.2](#) above for the Board Chair.

3.5 CHIEF EXECUTIVE OFFICER

The Chief Executive Officer or their designate shall attend all meetings of the Board, may participate in debate at the discretion of the Board Chair, but is not a Board Member and is not entitled to vote.

ARTICLE 4. MEETINGS**4.1 ORGANIZATIONAL MEETINGS**

- (a) Following each annual announcement by City Council of its appointments of persons as Board Members, the Chief Executive Officer shall call an organizational meeting of the Board (each, an **"Organizational Meeting"**). The Chief Executive Officer shall fix the time and location for the Organizational Meeting.
- (b) The business of each Organizational Meeting shall be:
 - (i) Introduction of new Board Members;
 - (ii) Election of Board Chair;
 - (iii) Election of Vice-Chair;
 - (iv) Appointment of Board Members to Board Committees;
 - (v) Appointment of a representative to the Alberta Library Trustees Association;
 - (vi) Appointment of representative(s) to the Calgary Public Library Foundation Board;
 - (vii) setting the meeting schedule for Regular Meetings for the coming year; and
 - (viii) such other business as may be required by the Act, the Regulations and the City Bylaw.
- (c) In addition, the business of each Organizational Meeting may include the election of chairs for Board Committees. All Board members in attendance may vote in these elections.
- (d) The Chief Executive Officer shall act as chair of the meeting, call the meeting to order and preside over the meeting until the election of the Board Chair.

4.2 LOCATION OF BOARD MEETINGS

All Board Meetings shall be held in person at a Calgary Public Library location, through electronic communication means, or a combination of the two. The Chief Executive Officer shall ensure that appropriate notice of physical meeting venues and/or virtual meeting forums is available publicly.

4.3 CALLING OF MEETINGS

- (a) No notice of meeting need be given for any Board meeting taking place on a regularly scheduled date set by the Board at its most recent Organizational Meeting.
- (b) The Board Chair shall cause an agenda to issue for each Board meeting, along with such additional materials as the Board Chair considers appropriate.
- (c) The Board Chair shall call such meetings of the Board as are necessary to comply with the Act and the Regulations.

4.4 ATTENDANCE

- (a) A Board Member may participate in a meeting of the Board or of a Committee of the Board in any of the following fashions:
 - (i) by physical attendance at the location of the Board meeting;
 - (ii) by remote attendance as outlined in subsection 4.4 (b).
- (b) ~~While physical attendance at meetings of the Board and Committees is the most desirable,~~ Members may be deemed "present" at a meeting and contribute to its quorum through electronic communication means from a remote location with listening, speaking, and voting capabilities.

- (c) The Library will ensure that the appropriate technology is available at the meeting to assist in remote attendance.
- (d) When a meeting is being held in person and by electronic communications means simultaneously, members wishing to attend remotely shall advise the Board Chair or other Chairchair of an applicable committee, as applicable as the case may be, at least 24 hours before the start of the meeting.

4.5 QUORUM

- (a) Quorum for Board meetings is one half of the Board Members plus one.
- (b) If at any meeting the number of Board Members is reduced to less than the number required for a quorum, the meeting shall adjourn automatically upon the meeting losing quorum.
- (c) For the purposes of a quorum, a Board Member is deemed to be absent for a vote and shall not be included for the purposes of a quorum if the *Municipal Government Act* (Alberta) or any other applicable legislation requires the Board Member to abstain from voting.
- (d) Any unfinished business remaining at the time of the adjournment due to the loss of the quorum shall be considered at the next Regular Meeting or at a Special Meeting called for that purpose.
- (e) If there is a quorum present at the time the meeting should be called to order and if the Chair and the Vice-Chair are absent, the Chief Executive Officer shall call the meeting to order and shall call for a temporary chair to be chosen by a resolution of the meeting.
- (f) If there are not sufficient Board Members assembled at any meeting to constitute a quorum within one-half an hour from the time set for the commencement of the meeting, the Chief Executive Officer shall record the names of all the Members present at that time and the Board shall be deemed to be adjourned until the next Regular Meeting, unless a Special Meeting is called in the meantime.
- (g) When the Board is unable to meet for want of a quorum, the agenda delivered for that meeting shall be considered at the next Regular Meeting prior to the consideration of the Agenda for the subsequent meeting or it shall be the Agenda for a Special Meeting called for that purpose.

4.6 VOTES TO GOVERN

At all meetings of the Board every question shall be decided by a majority of the votes cast on the question. At all meetings of the Board every question shall be decided by show of hands unless a poll on the question is required by the Board Chair or requested by any Board Member. A declaration by the Board Chair that a resolution has been carried and an entry to that effect in the minutes is conclusive evidence of such fact without proof of the number or portion of votes in favour of or against the resolution.

4.7 CONDUCT OF MEETINGS

The Board Chair shall conduct each Board meeting in accordance with:

- (a) the Rules of Order; and
- (b) Board Policies governing the conduct of Board meetings, which policies shall to the extent of any inconsistency or conflict, take precedence over the rules described in subsection 4.7(a).

4.8 SPECIAL MEETINGS

- (a) The Board Chair may call a Special Meeting whenever the Board Chair considers it appropriate to do so.
- (b) The Board Chair shall call a Special Meeting if the Board Chair receives a written request for a meeting, stating its purpose, from a majority of the Board Members. The Board Chair shall call such a Special Meeting within 14 days of the date the Board Chair receives the request.
- (c) The Board Chair shall cause notice of the Special Meeting to be given to the public, by such reasonable means as the Board Chair determines from time to time.
- (d) Board Members must be given at least 24 hours' notice in writing of a Special Meeting, stating the purpose of the meeting and the date, time and place at which it will be held.
- (e) A Special Meeting may be held with less than 24 hours' notice to Board Members if a least two-thirds of the Board agrees to this in writing before the beginning of the meeting.
- (f) No matter other than that stated in the notice calling the Special Meeting may be transacted at the meeting unless all Board Members are present at the meeting and unanimously agree to deal with the matter in question.
- (g) No inadvertent error or omission in terms of public notice shall render invalid the proceedings of any such special meeting.

4.9 PUBLIC ATTENDANCE AT MEETINGS

- (a) Everyone has a right to be present at Board meetings conducted in public unless the Board Chair expels a person for improper conduct.
- (b) Each member of the public attending a Board meeting shall conduct themselves in accordance with all applicable Board Policies regarding their attendance and conduct at Board meetings, failing which the Board Chair may expel such person for improper conduct.
- (c) Subject to FOIP^P, the Board may hold a meeting in the absence of the public for matters only if the subject matter being considered is:
 - (i) the security of the property of the Library;
 - (ii) personal information of an individual including (1) an employee of the Library, (2) a Board Member, or (3) potential individuals currently under consideration for those posts;
 - (iii) proposed or pending acquisition of property by or for the Library;
 - (iv) labour relations or employee negotiations;
 - (v) a law enforcement matter, litigation or potential litigation, including matters before administrative tribunals affecting the Library; or
 - (vi) the consideration of a request for access to information under FOIP^P for the purposes of FOIP^P;and no other subject shall be considered in the absence of the public.

4.10 URGENT MOTIONS

- (a) On occasion it may be necessary for a motion to be put forward to Board members on an urgent basis (each, an "**Urgent Motion**"), where the matter in question cannot await the next Regular Meeting and the Board Chair does not consider it appropriate to call a Special Meeting. In such a circumstance the Board Chair may propose the Urgent Motion by

circulating a written communication (the “**Urgent Motion Notice**”) to all Board Members for their consideration via electronic means (including, but not limited to, electronic mail, facsimile telecopier transmission, and secure online collaboration site).

- (b) The Urgent Motion Notice must include the following items:
 - (i) Motion title
 - (ii) Date
 - (iii) Full text of Urgent Motion
 - (iv) Deadline for response
- (c) Each Board Member may respond to the Urgent Motion Notice by:
 - (i) physical delivery of a written response;
 - (ii) postal mail; or
 - (iii) electronic means;to the Board Chair.
- (d) Each responding Board Member shall clearly specify only one of three responses: approval, disapproval, or abstention. No Board Member may propose to amend the Urgent Motion.
- (e) The Board Chair shall communicate the outcome of the Urgent Motion promptly following the deadline. If at least two thirds of the Board Members have responded by the deadline for response stating their approval, then the Urgent Motion is deemed passed and the Board Chair’s outcome communication shall include that statement.
- (f) Despite anything to the contrary in this section, no Board bylaw or Board Policy may be changed by way of the procedure set out in this section.

4.11 MINUTES

- (a) The Chief Executive Officer shall cause to be prepared draft minutes of each Board meeting and shall distribute a copy to each Board Member before the next Regular Meeting of the Board.
- (b) At each Regular Meeting of the Board, the Board Chair shall present the draft minutes of Board meetings not already approved, for approval by the Board.
- (c) Any Board Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission, but minutes shall not be otherwise amended if the amendment would alter or affect in a material way the actual decision made by the Board.
- (d) Upon approval of any minutes, the Board Chair (or Vice-Chair or temporary chair, as applicable) shall cause such minutes to be placed in record books maintained by the Board for that purpose, and the Board Chair (or Vice-Chair or temporary chair, as applicable) shall sign such books as required by the Act.

ARTICLE 5. COMMITTEES

5.1 STANDING COMMITTEES

- (a) The Board may create standing Board Committees by Board resolution.
- (b) The Board shall appoint Board Members to such Board Committees at each Organizational Meeting. Each standing Board Committee shall consist of at least three Board Members.

- (c) The purpose of each standing Board Committee shall be as specified in the Board resolution creating such committee.
- (d) If Board Committee Chairs were not elected at the Organizational meeting, they shall be selected at the first meeting of each standing Board Committee following the most recent Organizational Meeting. Each committee shall select one of its members to be the chair of the committee and to exercise the role and authority of a meeting chair consistent with the Rules of Order and any Board Policies regarding the conduct of committee affairs. A committee chair does not have a casting vote in the event of a tie.
- (e) Any Board Member may attend and fully participate in any meeting of any standing Board Committee (including making motions, debating motions and voting).
- (f) Quorum for any meeting of a standing Board Committee is ~~two~~ three Board Members.
- (g) The business of standing Board Committees shall be conducted in accordance with this bylaw, the Rules of Order and any Board Policies regarding the conduct of committee affairs, except that:
 - (i) no motion shall be required to be seconded;
 - (ii) there shall be no limit to the number of times a Board Member may speak to a question.
- (h) Each standing Board Committee shall report to the Board and no action of any committee shall be binding on the Library unless:
 - (i) Power to take such action is expressly conferred on the standing Board Committee by the Board; or
 - (ii) The Board has considered and adopted the report of the standing Board Committee.

5.2 AD HOC COMMITTEES

Ad hoc committees may be created from time to time for the investigation, review, and recommendation of action for Board approval for a specific issue or required decision. An ad hoc committee has a specific mandate, a finite life, and is dissolved upon the satisfactory completion of its assigned task. The Board, by resolution, shall determine the membership, mandate and quorum requirements for an ad hoc committee.

5.3 OPPORTUNITIES FOR VOLUNTEERS ON COMMITTEES

From time to time, the Board will benefit from the capacity, perspective and expertise of individuals not on the Board. While the Library has many connections with diverse communities through targeted programming, services, and a robust volunteer program, on occasion, the Board Committees may need this expertise at the table.

In looking for a volunteer to contribute to Standing and Ad Hoc Committees, the following must be considered:

- (a) The Committee must identify a clear need for community expertise and experience. Ideally, this voice (or voices) would add expertise, diversity and opinion separate from those articulated by the current Committee members.
- (b) Volunteer positions are non-voting, fixed term, and do not make up quorum.
- (c) The recommendation to add volunteer positions(s) to Committees must be approved by the Board.

- (d) If recruitment is required, it will be coordinated by the Library staff member responsible for volunteer resources and opportunities should be advertised, at a minimum, through the Library locations and website.
- (e) Prospective volunteers will be screened and interviewed in accordance with Library practice; they must complete an orientation program as part of participation on a Committee.
- (f) Evaluation of the volunteer position, including performance issues, will be addressed by the Committee and/or Board Chair.
- (g) When the work of a Standing or Ad Hoc Committee is routinely of a confidential nature, volunteer community members will not be appointed.

ARTICLE 6. POLICIES

6.1 STATUTORY POLICIES

- (a) The Board shall establish, as Board Policies, those policies required by the Act and the Regulations. The Board shall only revise, repeal and replace such Board Policies as is permitted by the Act and the Regulations.
- (b) The Board shall file a report with Minister that contains the Board Policies established pursuant to this section, and when the Board revises any Board Policy established pursuant to this section, the Board shall immediately file with the Minister a report of that revision.

6.2 OTHER BOARD POLICIES

The Board may establish such other Board Policies as it considers appropriate from time to time, and may revise, repeal and replace those Board Policies as it considers appropriate from time to time.

6.3 ADMINISTRATIVE POLICIES

The Board authorizes and may direct the Chief Executive Officer to establish, revise, repeal and replace such Administrative Policies as the Chief Executive Officer considers appropriate from time to time. Where a specific Administrative Policy is created at the discretion of the Board, the Chief Executive Officer shall inform the Board promptly following the establishment, revision, repeal or replacement of each such policy. ~~Each such policy (and each revision, repeal or replacement of it) is subject to review and approval by the Board (in each case with such revisions as the Board in its discretion considers appropriate).~~

ARTICLE 7. MISCELLANEOUS

7.1 BYLAW REVISION

- (a) All existing governance bylaws of the Board are hereby repealed and are replaced by this Bylaw.
- (b) This Bylaw may be revised, repealed or replaced only at a Board meeting at which two thirds of the Board Members vote in favour of such revision, repeal or replacement.

7.2 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

- (a) The provisions of FOIP P govern the release of information held by the Library, whether or not the request is initiated for access to information under FOIP P.

- (b) For the purposes of FOIP, the Chief Executive Officer is designated as the head of the Library. The Chief Executive Officer, as head, may delegate any duty, power or function of the head under FOIP, except the power to delegate. Any delegation of any duty, power or function by the Chief Executive Officer shall be in writing.
- (c) Records that are in the custody and control of the Library are subject to the provisions of FOIP. Records shall be managed to ensure confidentiality requirements and FOIP are met.
- (d) The transfer, storage, or destruction of any record shall be in accordance with the Library document management procedures.
- (e) Any fees being charged for a specific routine or FOIP request will be in accordance with FOIP and its regulations. A reasonable estimate of the total fees to be paid under this section will be given prior to the provision of the service. The Chief Executive Officer, as designated head, may waive all or part of these fees in specific instances.

7.3 BOARD MEMBER PERFORMANCE AND INDEMNIFICATION

- (a) Every Board Member, in exercising the powers and discharging the Board Member's duties shall:
 - (i) act honestly and in good faith with a view to the best interests of the Library; and
 - (ii) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- (b) The Library shall and does hereby agree to indemnify each Board Member, and each Board Member's heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by the Board Member in respect of any civil, criminal or administrative action or proceeding to which the Board Member is made a party by reason of being or having been a Board Member, if
 - (i) the Board Member acted honestly and in good faith with a view to the best interests of the Library; and
 - ~~(ii)~~ in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the Board Member had reasonable grounds for believing that the Board Member's conduct was lawful.
- (c) Board Members must report all material breach or potential breach of these Bylaws of which they become aware to the Board Chair. The Board Chair will ensure the confidentiality of all disclosures. Once a breach has been reported, the Board Chair will review the circumstance and details of such breach and will notify the Board Member to seek a response. The subject Board Member has the right to complete information and the right to respond fully to the potential breach. The identity of the reporter will not be disclosed, unless required by law or in a legal proceeding. The Board Chair makes a decision and completes a report of the review in a timely manner. The decision may range from finding no potential breach to one that reveals criminal conduct. Board Members who do not comply with the Bylaws may be subject to disciplinary action up to and including their removal from the Board. The Chair of the Audit and Finance Committee or other applicable Board Committee or the Board Chair will provide the Board with a summary report regarding breach notifications annually.

A report of a potential or actual breach by the Board Chair should be made to the Board Vice-Chair or other applicable Board Committee Chair who will perform all of the duties normally performed by the Board Chair as outlined above.

7.4 CONFLICT OF INTEREST

It is the responsibility of each Board Member to declare in writing to the Board Chair those private interests and relationships that they believe or identify could be or could be seen to impact the decisions or actions they take on behalf of the Library. When Board Members become aware of a real, apparent, or potential conflict of interest, they must at the first opportunity disclose such conflict of interest to the Board Chair, or if such Board Member is the Board Chair, the disclosure should be made to the Board Vice-Chair or other applicable Board Committee Chair who will perform all of the duties normally performed by the Board Chair as outlined above. Board Members declaring a conflict of interest must recuse themselves from voting on motions involving the conflict.

BYLAW PASSED by the Calgary Public Library Board on May 27, 2015.

Calgary Public Library Board Members:

Janet Hutchinson, Chair	Temina Lalani-Shariff
Catherine Angus	Robert Macaulay
Councillor Druh Farrell	Avnish Mehta
Debra Giles	Shereen Samuels
Judy Gray	Councillor Evan Woolley

DATE:	RECORD OF UPDATES:
2017 June 28	Bylaw 5.3 Opportunities for Volunteers on Committees
2017 September 27	Bylaw 4.4 Attendance
2021 March 30	Bylaw 5.1 Standing Committees
2023 May 24	Bylaw 3.2 Board Chair Bylaw 3.5 Chief Executive Officer Bylaw 4.9 Public Attendance at Meetings Bylaw 5.3 Opportunities for Volunteers on Committees
2024 June 26	Bylaw 2.1 Definitions Bylaw 2.2 Interpretation Bylaw 3.3 Vice-Chair Bylaw 3.4 Temporary Chair Bylaw 4.4 Attendance Bylaw 5.1 Standing Committees Bylaw 6.3 Administrative Policies Bylaw 7.1 Bylaw Revision Bylaw 7.3 Board Member Performance and Indemnification Bylaw 7.4 Conflict of Interest

CALGARY PUBLIC LIBRARY FOUNDATION UPDATE



JUNE 2024

HIGHLIGHTS

- The Library Foundation is once again a participating charity in **Rogers Birdies for Kids presented by AltaLink** (BFK). As part of this program, donations to the Library Foundation will be matched up to 50% until August 31. BFK is also supporting our [Lottery for Literacy](#), which is our current 50/50 raffle open until June 30.
- Tracy Johnson, CEO and Courtney McLaughlin, Director of Donor Engagement presented at the **International Public Library Fundraising Conference in Washington, D.C.** in early June. They shared highlights and learnings from the Library Foundation's history and provided case studies for their fundraising colleagues.
- **LibraryStore+** will return for Summer pop-ups next to the interior Second Cup space at Central Library. This pop-up will be running weekly on Tuesdays from 11am – 2pm with the support of Library volunteers.
- The Library Foundation is exploring a new third party fundraising program to be launched in fall 2024. This program will kick-off with a partnership with Shoppers Drug Mart in Glenmore Square. **This Shoppers location will be fundraising on the Library's behalf in support of the Free. Period. initiative.** Library volunteers will also support this activity with weekly informational pop-ups in-location.
- Sponsorship solicitation and ticket sales have begun for the **Lit Gala to be held at Central Library on November 8, 2024.** We are also actively seeking auction prizes. To learn more and get involved, visit [LitGala.ca](#)
- Our April **direct mail appeal focused on literacy development** across a lifetime and has raised \$47,000 to-date.
- **New Gifts**
 - › \$180K commitment for newcomer services and resources
 - › We have three renewed commitments for My First Bookshelf totalling \$30K
 - › \$15K in support of highest priority needs



CALGARY PUBLIC LIBRARY FOUNDATION UPDATE

JUNE 2024



UPCOMING

- **June 27 and 28** – Casino Fundraising event through AGLC at Deerfoot Inn & Casino. We are still looking to fill a few volunteer slots; if you are interested in volunteering, please contact the Foundation team.
- Our **next Direct** Mail will land in mailboxes in early September.
- **November 8** – Lit Gala returns to Central Library! Click [here](#) for tickets and sponsorship opportunities.
- **November 22** – Locked Library
- **December 3** – Giving Tuesday Fundraising Breakfast



"I did not grow up with an extensive library. So when I came to Canada with so much books, journals & access, I am so grateful. Not only that, I have met wonderful people, gotten so much knowledge, courses, a quiet place to collect thoughts or ideas, & fun! It's an amazing place to be no matter how old you are."
– Mariana B., Library member and supporter



Calgary Public Library Board Annual Workplan

Reports for Information (I) and Approval (A) Or No Motion Required (X)	Annual Meeting Cycle												
	Jan	Feb	Mar	Apr	May	Jun	Jul*	Aug	Sep	Oct	Org	Nov	Dec
Executive Leadership Team													
1. CEO Report	I		I		I	I			I			I	
2. Public Libraries Service Branch (PLSB) Annual Survey (in camera)	A												
General Board Governance													
3. Chair and Vice-Chair Appointments											X		
4. Standing Committee Appointments											X		
5. Standing Committee Chair Appointments											X		
6. ALTA Representative Appointment (optional)											X		
7. Delegate Selection for Calgary Public Library Foundation Board											X		
Governance Committee													
8. Meeting Report(s)	I		I		I	I			I			I	
9. Organizational Meeting Review and Recommendations	I												
10. Board Self Evaluation Results Review and Recommendations	I												
11. New Member Appointment Recommendations (in camera)									A				
12. New Member Orientation									X				
13. Board Governance Bylaw Review (revisions require Board approval)									I				
14. Board Policy Review (revisions require Board approval)									I				
15. CEO Performance Review (in camera)									I				
Strategy and Community Committee													
16. Meeting Report(s)	I		I		I	I			I			I	
17. Community Library Liaisons	X												
18. Board Retreat Recommendations	X												
19. Board Advocacy Recommendations													
20. Strategic Plan (2022, 2026, 2030)						A							
Audit and Finance Committee													
21. Meeting Report(s)	I		I		I		I*		I			I	
22. Annual Budget	A												
23. Annual Financial Audit			A										

**Calgary Public Library Board
Annual Workplan**

Reports for Information (I) and Approval (A) Or No Motion Required (X)	Annual Meeting Cycle												
	Jan	Feb	Mar	Apr	May	Jun	Jul*	Aug	Sep	Oct	Org	Nov	Dec
24. Revolving Credit Facility Confirmation	I												
25. Operating Reserve Fund Review	I												
26. Quarterly and Annual Financial Review	I		I		I		I*		I			I	
27. Quarterly and Annual Risk Review	I				I		I*		I			I	
Calgary Public Library Foundation													
28. Report to the Board	I		I		I	I			I			I	

* July meeting cancelled in 2024