

**Approved Minutes
Calgary Public Library Board
Central Library, Boardroom 0-11
Wednesday, November 27, 2024
5:30 pm**

In Attendance:

Board:

- Evan Legate (Chair)
- Kate Andrews
- Al-Karim Khimji
- Dana Saric
- Councillor Evan Spencer

Remote Attendance:

- Aaron Noga
- Haritha Devulapally
- Gillian Hynes
- Crystal Manyfingers
- Margaret Wu

Administration:

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

Guests:

- Elsa Gee, *President CUPE Local 1169*

Public:

Maija Graham
Josh Bertwistle

1. Treaty 7 Opening

Haritha Devulapally 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 Aethra 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 as well as Library Administration, CUPE representatives and the two members of the public to the first meeting of the 2024-2025 cycle.

3. Review of Agenda

Legate advised the Board that the agenda needed to be amended: Devulapally will present Item 8 as the first report, and Legate will present the report from the Governance Committee.

MOVED by Al-Karim Khimji and seconded by Evan Spencer that the Calgary Public Library Board approve the agenda for the November 27, 2024 meeting as amended.

Carried unanimously

4. Consent Agenda

The consent agenda included the following items:

- A. To approve the minutes of the September 25, 2024 Library Board meeting.
- B. To approve the minutes of the November 6, 2024 Organizational Library Board meeting.

MOVED by Crystal Manyfingers and seconded by Aaron Noga that the Calgary Public Library Board approve the Consent Agenda as presented.

Carried unanimously

5. Business Arising

A. Alberta Library Trustees Association Update

Margaret Wu attended the last Alberta Library Trustees Association (ALTA) meeting. A Vice-Chair was appointed but a Treasurer is yet to be appointed. A draft budget was reviewed and will be approved with some minor updates.

B. Business Arising from the Minutes

Crystal Manyfingers and Al-Karim Khimji will serve as co-Chairs of the Retreat Planning Committee, with Kate Andrews and Margaret Wu as committee members.

6. Chair's Report

Legate praised staff and administration for dealing with the challenges associated with the recent cybersecurity breach.

Both Legate and Sarah Meilleur attended the PLSB meeting in Edmonton; other library Chairs and CEOs feedback was overwhelmingly one of amazement that the Library had so many services up and running so soon.

Legate attended the Prototype: Skyview opening on the first day, it was a well-received event.

Legate thanked Tracy Johnson and the Foundation team for having raised over \$600,000 at the LitGala event. Additional congratulations were given to Johnson for gaining a Top 40 Under 40 Award.

Lastly, Legate congratulated Meilleur and thanked Councillor Spencer for their work on the budget for public safety funding.

7. CEO's Report

Meilleur welcomed everyone to the first Board meeting of 2024-25. She gave congratulations to Evan Legate, Al-Karim Khimji and Dana Saric, for their reappointment to the Board. Meilleur thanked Councillor Kourtney Penner for her service and ongoing support for the Board noting she will continue to advocate for the Library alongside new member Councillor Spencer who Meilleur welcomed to the Board.

Meilleur also thanked Laura Komianos for her help and support to the Board and Executive Leadership Team over the last couple of months and officially welcomed Lisa Minnikin as the new Executive Assistant responsible for supporting the Board.

Meilleur presented a few highlights including:

A recognition of the cybersecurity attack and the measures in place ensuring that no business, employer, or membership data was compromised. Some digital and technology services were restored the week of November 18, including access to membership accounts. The Microsoft incident response team were impressed by Library staff and how focused and responsive they were. Prototype: Skyview opened two days before the cybersecurity attack, and despite its digital nature, it still received a great reception from media and patrons.

Wood's Homes was recognized with the I Partner With My Public Library Award for collaborating with Calgary Public Library on the Wellness Desk.

Related to budget, Councillors Penner and Spencer were thanked for their work on the Civic Partner Community Safety Grant, which provides targeted support for The City of Calgary's Civic Partners.

The Public Librarians Services Branch (PLSB) invited Library CEOs and Board Chairs to attend a meeting in Edmonton with Minister Ric McIver (Minister of Municipal Affairs) to discuss challenges of recent provincial population growth and resourcing. A follow-up letter to the Minister is being drafted.

Funding had ended for the Job Desk service on the third floor and other library locations in

conjunction with Bow Valley College. However, funding has now been restored for the next three years.

Meilleur encouraged committee members to visit two exhibits at Central library: one about homelessness, addiction and community care, building understanding and empathy. The other is a Create Space partnership with Vibrant Communities Calgary, as part of the Poverty Reduction Strategy for the City.

Following the report, there were follow-up questions around cybersecurity and a discussion around the importance of advance planning. Board members applauded the communications around the incident and operational response of the IT and Service Delivery teams. Legate recommended everyone attend the annual cybersecurity spotlight report at the Audit and Finance Committee meeting in July.

MOVED by Kate Andrews and seconded by Al-Karim Khimji that the CEO's Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

8. Governance Committee Report of the October 1, 2024 Meeting

Legate presented the Governance Committee report.

A Skills Matrix update was completed, confirming what skills and experience are being prioritized for the committee. A review of the self-evaluation questionnaire was also completed. The updated self-evaluation survey has not yet been distributed, due to the timing of the cybersecurity attack but will be forthcoming.

ACTION: Administration to review and distribute the self-evaluation survey.

The 2025 Governance workplan was reviewed and a condensed schedule with fewer meetings in 2025 was agreed upon. The report was received with no comments or questions.

MOVED by Kate Andrews and seconded by Crystal Manyfingers that the October 1, 2024 Governance Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

9. Strategy and Community Committee Report of the November 26, 2024 Meeting

Kate Andrews thanked Crystal Manyfingers for her work chairing the committee in the previous year and gave a verbal report as the Strategy and Community Committee meeting had been rescheduled from October 16 to November 26 and minutes had not yet been distributed.

The Committee heard from Service Delivery leadership on how the Library supports Digital Equity through services and partnerships, and from Service Design on how the Newcomers Strategy will help inform and guide new programs and services to serve Calgary's growing newcomer population.

Andrews noted the value of Spotlight Reports to the entire Board and how they demonstrate the continuous improvement approach the Library takes to programs, services, and spaces.

10. Audit and Finance Committee

A. Report of the October 23, 2024 Meeting

Haritha Devulapally shared a summary of the meeting.

B. Audit Service Plan; Q3 2024 Controller's Report

Devulapally presented highlights from the Audit Service Plan. Deloitte gave an overview and presentation of the Audit and Finance plan. Before that, there were several points and considerations that Aaron Noga raised, related to cybersecurity and potential impacts on reporting and internal controls. Discussion included clarification on the process if the audit scope was changed by Deloitte, which would require approvals.

The Controller's Report showed finances were robust and tracking to a surplus. Any surplus would be utilized in various operational needs and other growth projects.

MOVED by Margaret Wu and Aaron Noga that the Report of the October 23, 2024 meeting, Audit Service Plan and the Q3 2024 Controller's Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

Haritha Devulapally left the meeting at 6:01pm.

11. Calgary Public Library Foundation Update

Tracy Johnson presented highlights from the Calgary Public Library Foundation Report.

LitGala was held on November 8, 2024 raising over \$600,000. It was the best yet! Kudos was given to the IT professionals who helped with the technology.

An e-appeal focused on digital equity raised \$18,963, which is an incredible amount for an email campaign.

The latest "locked library" was held with over \$30,000 raised.

MOVED by Al-Karim Khimji 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 to the workplan were requested at this time.

13. Other Business

Councillor Spencer noted that the City has some major plans underway related to transit, recreation, and the growth of the city and the Library should be connected to those plans.

MOVED by Al-Karim Khimji and seconded by Aaron Noga that the Calgary Public Library Board move to in camera at 6:16 pm.

Carried unanimously

The Board dismissed all others from the meeting.

14. In Camera

15. Adjournment

MOVED by Kate Andrews that the Board rise without reporting and the meeting be adjourned at 6:48 pm.

Transcribed by Lisa Minnikin.

Evan Legate
Board Chair