

Minutes  
**Calgary Public Library Board Meeting**  
2<sup>nd</sup> Floor Boardroom, Central Library  
Wednesday, April 26, 2017  
4:42 pm

**In Attendance:**

**Board**

Ms. Janet Hutchinson, Chair  
Ms. Catherine Angus  
Mr. Frank Durnford  
Ms. Debra Giles  
Mr. Rob Macaulay  
Mr. Avnish Mehta  
Ms. Shereen Samuels  
Councillor Druh Farrell

**Administration**

Ms. Ellen Humphrey, Deputy Chief Executive Officer  
Mr. Mark Asberg, Director, Service Delivery  
Ms. Elrose Klause, Controller  
Mr. Paul Lane, Director, Corporate Services  
Ms. Sarah Meilleur, Director, Service Design  
Ms. Heather Robertson, Director, Service Design  
Mr. Paul McIntyre Royston, Executive Director, Calgary Public Library Foundation

**Regrets**

Councillor Evan Woolley  
Ms. Judy Gray

**Guests**

His Worship Mayor Naheed Nenshi  
Mr. Jeff Fielding, City Manager, The City of Calgary  
Ms. Lori Kerr, Manager, The City of Calgary  
Ms. Angie Gélinas, Agents of Change Partners, Retreat Facilitator for April 8, 2017 Board Retreat

**I. Treaty 7 Opening and Chair's Opening Remarks**

Ms. Hutchinson respectfully acknowledged that the Board is meeting in the traditional territories of the Blackfoot and the people of the Treaty 7 region in southern Alberta, which includes the Siksika, the Piikuni, the Kainai, the Tsuu T'ina and the Stoney Nakoda First Nations. The City of Calgary is also home to Metis Nation of Alberta, Region III.

**II. Guests: His Worship Mayor Naheed Nenshi, Mr. Jeff Fielding, City Manager, The City of Calgary, and Ms. Lori Kerr, Manager, The City of Calgary**

Meeting quorum was achieved early in the following discussion.

Ms. Hutchinson welcomed Mayor Nenshi and Mr. Fielding, and invited their input on the Library's new Strategic Plan directions to ensure fit with The City's vision. Mayor Nenshi spoke about the constrained economic environment currently affecting The City of Calgary and citizens in many ways. He encouraged the Library to continue its work as a unifying force and as the heart of communities, through its network of community libraries and the central library. The Library's work aligns with The City's anti-poverty strategy, based on community hubs and community access to resources. Drawing from his experience, Mayor Nenshi highlighted three areas where the Library's contributions meet important needs: 1) language skills for newcomers; 2) early childhood development; and 3) services for seniors. He spoke of Calgary's history and fundamental values of pluralism, community, and equality, and how these values are upheld by the public library, with the New Central Library rising as a symbol of Calgary's exciting future and potential.

Ms. Hutchinson thanked Mayor Nenshi for attending and for his inspiring words and guidance. The Mayor excused himself from the meeting at 5:30 pm, after responding to several questions from Board Members.

Providing specific information about operating budget challenges facing The City in 2018 and beyond, Mr. Fielding spoke about Calgary's continuing growth, and the challenges of supporting Calgarians in a difficult economy, keeping them working, and developing their many experiences together to form one city and one voice. The Library plays an important role as people seek to be educated, involved and engaged. The changing dynamics of the economy and population require diligence by everyone and, from the Library Board's perspective, this requires vigilant oversight, including careful planning for the needs of the next budget cycle. The City will make every effort to honour the commitment previously made for the Library's 2018 operating budget.

Ms. Hutchinson thanked Mr. Fielding and Ms. Kerr for their visit, and they excused themselves from the meeting at this point. The Board then took a brief recess, during which several Board Members joined Ms. Robertson to view the Story Truck, parked behind the Central Library.

The meeting was called back to order at 5:58 pm.

### **III. Review of Agenda**

MOVED by Ms. Angus, seconded by Ms. Samuels, that the agenda be approved as presented.

Carried Unanimously

Mr. Macaulay was designated as the meeting evaluator.

### **IV. Consent Agenda**

MOVED by Ms. Angus, seconded by Ms. Samuels, that the Consent Agenda, containing the following items, be approved as presented.

- A. Minutes of the March 29, 2017 Board Meeting
- B. Chair's Report

Carried Unanimously

### **V. Business Arising**

#### **A. Business Arising from the Minutes**

There was no business arising.

#### **B. Advocacy Updates, including ALTA Report**

Board Members provided their advocacy updates, which included events such as a Wordfest-Alberta Theatre Projects event, and a Design Talks presentation. Ms. Humphrey thanked the Board for their support and participation in the Library's Volunteer Recognition event, which was a great success. Upcoming events include the April 27 Civic Partner presentation to City Council, and the Alberta Library Conference, which will feature two Board presentations and many staff presentations.

**VI. Strategic Plan**

**A. Follow-up Report from April 8 Board Retreat**

- Ms. Angie Gélinas, Retreat Facilitator

Ms. Gélinas distributed a hand-out of the Board feedback arising from the Retreat regarding the vision, mission and values, and showed a PowerPoint with four draft statements for discussion. The Board gave their comments on the draft statements, and spoke about the intent of the statements and the resonance of words such as connection, empowerment, wisdom, and potentials. They will reflect further on the draft statements and send Ms. Gélinas additional feedback by email. The next report will come to the Board at its May meeting.

**B. Strategic Plan – Next Steps**

- Mr. Paul Lane, Director, Corporate Services

Plans for the next steps will be considered at the May 3 Strategy & Community Committee meeting.

**VII. Chief Executive Officer's Report**

- Mr. Bill Ptacek, CEO

The Board reviewed Mr. Ptacek's written report.

**A. Service to Day Homes**

- Heather Robertson, Director, Service Design

Ms. Robertson showed a presentation on how the Library is evolving its services to address community need. In addition to the very successful visits to over 700 daycares, the Library is piloting visits to dayhomes with its new Story Truck. This provides is a great opportunity to engage with children in situations where there may be transportation and resource issues, and to link them with the Library at an early age. During a visit, caregivers and kids enter the truck for storytime activities, and a box of books and information for parents is left with the dayhome. The pilot visits in the Northeast, in areas of low kindergarten readiness, will continue through May and June, with a hiatus over the summer. The public launch will be held before September.

Ms. Angus left the meeting during this discussion.

**VIII. Audit & Finance Committee**

**A. Report of the March 23, 2017 meeting**

- Ms. Debra Giles, Committee Chair

This written report was included for the Board's information.

**B. Approval of Audit & Finance Committee Mandate**

- Ms. Debra Giles, Committee Chair

MOVED by Mr. Macaulay, seconded by Ms. Samuels, that the Calgary Public Library Board approve the proposed Audit & Finance Committee Mandate as presented.

Carried Unanimously

**C. Report of the April 20, 2017 meeting**

*- Ms. Debra Giles, Committee Chair*

Ms. Giles provided a verbal update on this meeting. The Committee has reviewed the financial statement format in an effort to give the Board a high level focus with more information on capital spending and reserves.

**i. Financial Statement Review**

MOVED by Mr. Mehta, seconded by Ms. Giles, that the Calgary Public Library Board receive the Controller's Report for the month ended March 31, 2017: Quarterly Financial Review, for information.

Carried Unanimously

**ii. Quarterly Risk Review**

**iii. Changes to Risk Register**

The material for these two items was previously distributed with the April 20 Audit & Finance Committee materials. The Board decided to defer their review of the items until the materials are brought forward again at the May Board meeting.

**IX. Calgary Public Library Foundation**

**A. Update from the April 18, 2017 Foundation Board Meeting**

*- Mr. Avnish Mehta, Board Representative*

Mr. Mehta said that an additional \$1 million will come from the Foundation to the Library due to funding received from The Calgary Foundation for early learning centres. Two new members have been identified for the Foundation Board. In September, the Foundation Board will explore their mandate, vision and purpose as the end of the Add-in Campaign approaches. It would be beneficial for the Library Board to allocate time before September to inform the work and alignment of the Foundation, and for both Boards to connect to discuss their mutual goals.

**B. Update from the Foundation CEO**

*- Mr. Paul McIntyre Royston, President & CEO, CPL Foundation*

Mr. McIntyre Royston reminded the Board of the Foundation's Annual General Meeting to be held on May 16, followed by a reception hosted by the Foundation's Council of Champions. He was pleased to report on the Foundation's clean 2016 audit. This year is already shaping up to be a very successful fundraising period, and Mr. McIntyre Royston showed slides with data on the number of campaign donors and the source and types of gifts.

**X. Meeting Assessment Report**

Mr. Macaulay reported that the meeting was effective and well managed, with the exception of the difficulties encountered with the Audit & Finance Committee materials. Ms. Hutchinson added that another meeting assessment will be done at the May meeting, after which the assessments will be conducted at random meetings.

**XI. Adjournment**

MOVED by Mr. Macaulay, that the meeting be adjourned at 7:39 pm.

Transcribed by Barb Roberts

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Ms. Janet Hutchinson  
Chair

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Ms. Ellen Humphrey  
Deputy Chief Executive Officer