

Minutes
Calgary Public Library Board Organizational Meeting
2nd Floor Boardroom, Central Library
Wednesday, November 08, 2017
5:32 pm

In Attendance:

In-Person Attendance

Ms. Janet Hutchinson, Chair
Ms. Catherine Angus
Councillor Druh Farrell
Ms. Debra Giles
Ms. Judy Gray
Mr. Robert Macaulay
Mr. Andrew Rodych
Ms. Shereen Samuels
Councillor Evan Woolley

Administration

Mr. Bill Ptacek, Chief Executive Officer
Mr. Mark Asberg, Director, Service Delivery,
Community Libraries and System Operations
Ms. Mary Kapusta, Director, Communications
Ms. Elrose Klause, Controller
Ms. Sarah Meilleur, Director, Service Delivery, City
Centre Community Libraries and New Central Library
Ms. Heather Robertson, Director, Service Design
Ms. Ellen Humphrey, President and CEO, Calgary
Public Library Foundation

Remote Attendance:

Mr. Avnish Mehta

I. Treaty 7 Opening and Welcome from CEO

Mr. Ptacek 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 Piikani, the Kainai, the Tsuut'ina and the Stoney Nakoda First Nations. The City of Calgary is also home to Métis Nation of Alberta, Region III.

Mr. Ptacek called meeting to order and welcomed the Board to the first meeting of its new term.

II. Election of Chair

Mr. Ptacek called for nominations from the floor for the position of Chair, Calgary Public Library Board.

Mr. Macaulay nominated Ms. Hutchinson. Ms. Samuels seconded the nomination.

Mr. Ptacek called again for nominations from the floor.

Ms. Angus nominated herself. Ms. Gray seconded the nomination.

Mr. Ptacek called a third time for nominations from the floor, and then closed the floor to nominations without objection.

Both candidates spoke about the challenges and workload in the coming year, and responded to questions. An issue raised during the discussion was the importance of Board development and succession planning.

When there were no more questions, Mr. Ptacek distributed to the Board secret ballots for the position of Chair. Mr. Mehta participated by confidentially texting Ms. Kapusta, who completed the secret ballot on his behalf. Once the secret ballots were completed by all ten Board Members, Mr. Ptacek collected them and tabulated the results. Mr. Ptacek announced that there were 10 ballots collected, that there had been one abstention, and that the majority of votes showed that Ms. Hutchinson was elected to the position of Board Chair.

Ms. Hutchinson assumed the Chair, and thanked the Board for the honour of serving in the position.

Mr. Mehta left the meeting at this point by disconnecting his remote attendance.

III. Election of Vice-Chair

The Chair called for nominations from the floor for the position of Vice-Chair, Calgary Public Library Board.

Councillor Farrell nominated Ms. Angus. Ms. Gray seconded the nomination.

Ms. Angus respectfully declined the nomination.

Ms. Hutchinson called again for nominations from the floor.

Ms. Angus nominated Ms. Samuels. Ms. Giles seconded the nomination.

Ms. Hutchinson called a third time for nominations from the floor, and then closed the floor to nominations without objection.

Ms. Samuels was declared Board Vice-Chair by acclamation.

IV. Naming of Members for Standing Committees

The Chair asked for expressions of interest in Committee participation. Some Board Members chose their preferred committees; others made tentative choices or deferred the decision. Ms. Giles volunteered to serve on the Audit & Finance Committee, with the proviso that it be her final year on this committee. Ms. Hutchinson asked all Board Members to identify their choices by November 10 so that the first Committee meeting dates can be set as soon as possible.

V. Alberta Library Trustees Association (ALTA) Representative

A. ALTA Representative

Ms. Gray volunteered to be the ALTA representative this year, with the proviso that it be her final year in this position.

B. ALTA Representative’s Shadow (if any)

Ms. Hutchinson said that an ALTA representative’s shadow is needed, and asked the Board for a volunteer by November 10.

VI. Appointments to Calgary Public Library Foundation Board of Directors

There are two Calgary Public Library Board appointees on the Foundation’s Board, one of which must be the Library Board Chair. The appointees’ requirements include attending the Foundation Board meetings four times a year, and the Foundation Board’s External Committee meetings, which are called on an ad-hoc basis.

Ms. Hutchinson shared that Mr. Mehta had indicated his willingness to continue in this role. Hearing no objections from the Board, Ms. Hutchinson declared Mr. Mehta as the second Library Board appointee to the Calgary Public Library Foundation Board of Directors. Ms. Humphrey will advise the Foundation Board of the Library Board appointments.

VII. New Central Library Liaison

Ms. Humphrey described this role, which involves meeting with Kate Thompsen, Vice-President, Projects, CMLC, and Sarah Meilleur, Director, Service Delivery, City Centre Community Libraries and New Central Library, on a quarterly basis, and reporting back to the Board with high level information about the NCL project.

It was decided that there would be more than one NCL Liaison position this year. Councillor Woolley and Ms. Giles volunteered for these positions.

VIII. Board-Community Library Connections

Councillor Woolley added Rocky Ridge Library to his existing connection with the Nicholls Family Library. Mr. Rodych undertook the connections with Signal Hill Library and Sage Hill Library. Due to the NCL Liaison positions, it was felt there was no need for a Board Member to be assigned to the current Central Library.

IX. Confirm 2017-2018 Board and Committee Meeting Schedule

A. Administration Liaisons to Committees

To facilitate Committee and other Board business, the following administration staff act as liaisons:

Heather Robertson	Governance Committee
Mark Asberg	Strategy & Community Committee
Elrose Klause	Audit & Finance Committee
Paul Lane	Strategic Planning matters
Mary Kapusta	Internal and External Communications; Board Communications
Sarah Meilleur	New Central Library

Councillor Woolley excused himself from the meeting at this point.

B. Board Meeting Dates

There being no objections, the Board meeting dates were approved as per the established schedule. Ms. Hutchinson noted that a Planning Retreat will also be scheduled for 2018.

C. Committee Meeting Dates

The first meetings of the Committee will be scheduled as soon as possible. It was noted that there are best times during the month for scheduling regular Committee meetings due to administrative and committee processes, and these will be communicated to Committees to assist in their meeting planning.

X. Reminder to Complete Board Survey (Ms. Shereen Samuels)

Ms. Samuels reminded the 2016-2017 Board Members to complete the survey, if they have not already done so.

XI. Orientation Session A. Disclosure Requirements

There was a brief discussion of the new Board disclosure requirements, which will be further discussed at the Audit & Finance Committee.

B. Introduction to Meeting Norms and Board Culture (Ms. Janet Hutchinson)

Ms. Hutchinson said that the Board is very collegial and, while strong discussion is encouraged at the table, the expectation is that the Board operates as one. Meeting dates and agendas are honoured, and meetings start promptly, with agenda items timed to keep within a 2-hour timeframe. The staff liaison and many senior staff attend meetings, providing the learning opportunities critical to understanding an organization of this size and scope of work.

Ms. Hutchinson welcomed Mr. Rodych to the Board. Mr. Macaulay will be Andrew's Board Buddy to help answer any questions during his orientation period.

C. Board Box demo (Ms. Barb Roberts)

Ms. Roberts gave a brief demo, and the Board provided feedback on improvements and usage.

XII. Other Business

It was noted that Board Members can suggest items for a Committee's workplan, even if they do not serve on that Committee.

XIII. Adjournment

MOVED by Ms. Hutchinson, seconded by Ms. Samuels, that the meeting be adjourned at 6:29 pm.

Transcribed by Barb Roberts

Ms. Janet Hutchinson Chair

Mr. Bill Ptacek
Chief Executive Officer