

Minutes  
**Calgary Public Library Board Meeting**  
2<sup>nd</sup> Floor Boardroom, Central Library  
Wednesday, September 27, 2017  
5:32 pm

**In Attendance:**

**Board**

Ms. Janet Hutchinson, Chair  
Ms. Catherine Angus  
Mr. Frank Durnford  
Ms. Debra Giles  
Mr. Avnish Mehta  
Ms. Shereen Samuels

**Administration**

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

**Regrets**

Councillor Druh Farrell  
Councillor Evan Woolley  
Mr. Rob Macaulay  
Ms. Judy Gray

**Guests**

Ms. Pat Moore, Chair, Calgary Public Library Foundation

**I. 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.

Ms. Hutchinson welcomed Ms. Elsa Watson and Ms. Terrill Budd of CUPE Local 1169 and Ms. Pat Moore, the Chair of the Calgary Public Library Foundation board

Mr. Mehta was designated as meeting evaluator.

**II. Review of Agenda**

Owing to an expected loss of quorum at 6:45 pm, the in-camera agenda and reports requiring a decision were moved forward. The new order of items follows:

- I. Treaty 7 Opening and Chair's Opening Remarks
- II. Review of Agenda and Appointment of Meeting Evaluator
- III. Consent Agenda
- IV. In Camera Agenda
- V. Business Arising

- VI. Audit and Finance Committee
- VII. Governance Committee
- VIII. Chief Executive Officer's Report
- IX. Strategy and Community Committee
- X. NCL Liaison Report
- XI. Calgary Public Library Foundation Board
- XII. Other Business
- XIII. Meeting Assessment Report
- XIV. Adjournment

MOVED by Ms. Samuels, seconded by Mr. Mehta, that the agenda be so amended.

Carried Unanimously

Ms. Hutchinson requested a further amendment to the agenda – the addition of a discussion of the Urban Library Council's Statement on Race and Social Equity. This became Item VII. B and Item VII. B became Item VII. C.

MOVED by Ms. Samuels, seconded by Mr. Mehta, that the agenda be so amended.

Carried Unanimously

### **III. Consent Agenda**

There being no objections, the Consent Agenda, containing the following items was approved as presented.

- A. Minutes of the June 28, 2017 Board Meeting
- B. Record of Urgent Motion Dates July 14, 2017: Endorsement of the CFLA-FCAB Truth and Reconciliation Committee Report
- C. Chair's Report

### **IV. In Camera Agenda**

MOVED by Ms. Giles, seconded by Mr. Durnford, that the Calgary Public Library Board move in-camera, in accordance with Section 17(1) and Section 17(4)(f) of the Freedom of Information and Protection of Privacy Act, and Section 16 of the Calgary Public Library Board Procedure Bylaw.

Carried Unanimously

MOVED by Mr. Mehta, seconded by Ms. Samuels, that the Calgary Public Library Board rise and report.

Carried Unanimously

MOVED by Mr. Mehta, seconded by Mr. Durnford, that the Calgary Public Library Board approve the naming of the Simmons Harvie Community Living Room, in the New Central Library, in recognition of a major gift by Thomas Britt Simmons and Janet E. Harvie.

Carried Unanimously

MOVED by Mr. Mehta, seconded by Mr. Durnford that the Calgary Public Library Board approve the recommendation to rename a community library in recognition of a major gift, and further, that the new name remain confidential until a public announcement is made.

Carried Unanimously

MOVED by Ms. Angus, seconded by Ms. Samuels, that the Calgary Public Library Board approve the recommendations of the Governance Committee on Board appointment candidates and that these candidates be recommended to City Council for its appointment process.

Carried Unanimously

**V. Business Arising**

**A. Business Arising from the Minutes**

There was no business arising from the Minutes.

**B. Advocacy Updates, including ALTA Report  
- Ms. Judy Gray**

As Ms. Gray had sent her regrets, the ALTA report was deferred until the October meeting.

Ms. Giles reported that she attended the opening of the Saddletowne Early Learning Centre and found the space to be beautiful and very inviting.

**C. Confirmation of 2019-2023 Mission, Vision, Values, Quality of Life Statement and Key Outcomes**

Mr. Lane recapped the process which began in March and went through several iterations throughout the summer. He and his team will now choose indicators and measures to gauge success on those criteria and administration will begin work on strategies for those outcomes. Mr. Lane expects to decide on measures before the end of the year.

MOVED by Ms. Samuels, seconded by Ms. Giles that the Calgary Public Library Board:

- A. Endorse the updated Mission, Vision and Value statements for the Calgary Public Library, as well as the Library-related Quality of Life Results and Outcomes that will be used in strategic reporting to the Board commencing in 2019, and in business plan-related reporting to The City of Calgary commencing sometime in mid-2018;

Carried Unanimously

MOVED by Ms. Angus, seconded by Ms. Giles that the Calgary Public Library Board:

- B. Approve the next steps in the strategic planning roadmap as outlined in the Library Vision, Mission and Values report dated September 27, 2017.

Carried Unanimously

Mr. Ptacek thanked the Board for their guidance.

## **VI. Audit & Finance Committee**

### **A. Report of the July 20, 2017 Meeting** – Ms. Debra Giles, Committee Chair

Two motions arose from the July 20, 2017 meeting.

MOVED by Ms. Giles and seconded by Ms. Angus that the Calgary Public Library Board approve that Deloitte be appointed as the Library's auditor for the 2017 fiscal year.

Carried Unanimously

MOVED by Ms. Giles and seconded by Ms. Angus that the Calgary Public Library Board approve the changes to the Risk Policy as outlined in the report to the July 20, 2017 Audit and Finance Committee and which is highlighted in bold text below.

#### **PROPOSED CHANGE**

The Chair's suggested change is:

That the Board shall make every prudent and reasonable effort to safeguard the Library's reputation, assets, operations, staff, volunteers, and patrons against risk. To the best of its ability, the Board will ensure risks are identified and managed to a level which **permits the achievement of the Library's strategy** within the Board's tolerance for risk.

Carried Unanimously

MOVED by Ms. Giles, seconded by Ms. Angus, that the Calgary Public Library Board receive the *Report of the Audit & Finance Committee, April 20, 2017* for information.

Carried Unanimously

### **B. Report on Presentation to the City Audit Committee**

Ms. Giles reported that the presentation went very well. The City Audit Committee members were impressed by the number of Library attendees, both staff and Board. Councillor Pootmans was impressed with the Engine 52 strategy and inquired about the community partner involvement. The Board discussed communication with Audit Committee members about the Risk Register and how it is used by the Board and Administration.

There being no objections, the Calgary Public Library Board received the *Report on the Presentation to the City of Calgary Audit Committee*, for information.

## **VII. Governance Committee**

### **A. Report of the September 12, 2017 Meeting** - Ms. Shereen Samuels, Committee Chair

Ms. Samuels stated that the report accurately reflected the meeting and that she had nothing further to add to it.

## **B. Urban Libraries Council Statement on Race and Social Equity**

In light of the challenges in both the United States and Canada, Ms. Hutchinson felt that it was important for the Library to be very public about signing on to the statement proposed by the Urban Libraries Council and that it would be most meaningful if the Calgary Public Library Board itself endorsed it.

MOVED by Ms. Samuels, seconded by Ms. Giles, that the Calgary Public Library Board endorse the Urban Libraries Council Statement on Race and Social Equity, and that the Calgary Public Library sign on to the Statement's signatory list.

Carried Unanimously

## **C. Recommended Addition to Board Governance Bylaw, with Guidelines (carried forward) – Remote Attendance**

Ms. Samuels highlighted the following changes:

- that formalizing remote attendance rules is not intended to reduce member attendance.
- the City Councilor exemption from sitting on Committee meetings has been removed
- and reference to the number of acceptable absences has been removed.

MOVED by Ms. Samuels, seconded by Mr. Durnford. that the Calgary Public Library Board approve:

- A. The addition to the Board Governance Bylaw of section 4.4(b) on the topic of Remote Attendance,
- B. The amendments to the Guidelines on Board Member Absences in the Board Handbook made by the Governance Committee on September 12, 2017.

Carried Unanimously

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

*- Mr. Bill Ptacek, CEO*

In addition to highlighting aspects of his report, Mr. Ptacek reminded the Board that a celebration of Ms. Humphrey's 36-year career at the Library will be held October 17 at 3:30 pm at the Memorial Park Library. He was pleased to announce that the Calgary Public Library Foundation had appointed her to be its President and Chief Executive Officer. He expressed his belief that this will ensure the future of the Foundation and will be a boon for the Library.

He also announced the appointment of Ms. Mary Kapusta to the position of Director, Communications. The duties of the position have been realigned to focus on internal and external communications from the Library and will be entirely separate from the Foundation.

### **A. New Central Library Plan for Feature Spaces and Activities Update**

*- Ms. Heather Robertson, Director, Service Design*

Ms. Robertson took the Board on a virtual tour of the New Central Library and explained how each area will function when patrons first see it on November 1, 2018. 86 service design and delivery ideas are in various stages of testing – 39 will build on things that the Library is already doing, 25 are completely new ideas, and 22 have either been parked or have failed in testing. 30 items are unique to the spaces afforded by the NCL. Teams are currently finalizing time lines and work plans to ensure that staff will be confident and ready on opening day. Despite the NCL being

a much larger space, a large staff increase is not anticipated. Another area of focus is working on new partnerships to help activate different spaces throughout the building.

## **IX. Strategy & Community Committee**

### **A. Report of the September 7, 2017 Meeting**

– Ms. Catherine Angus, Acting for the Chair

The report accurately reflected the meeting. Ms. Angus highlighted for the Board that a new meeting date had been selected – Thursday, October 5 from 11:30 am to 1 pm. Suggestions for the Strategy and Community Committee workplan for the coming year will be discussed. Any suggestions can be sent to Ms. Gray for inclusion.

There being no objections, the Calgary Public Library Board received the *Report of the Strategy & Community Committee, September 7, 2017* for information.

### **X. NCL Liaison Report**

- Mr. Avnish Mehta, NCL Liaison

Mr. Mehta reported that CMLC and The City of Calgary are looking for a surplus which puts pressure on the Foundation. The four organizations, CMLC, the Library, the City and the Foundation will meet to discuss further. Recent reactions to public art were also discussed at the Committee meeting. Mr. Mehta emphasized that the Library must be ready to exceed expectations at opening and it was suggested that the Board be prepared to engage in advocacy work after the election.

## **XI. Adjournment**

Ms. Giles excused herself at 6:45 pm. Quorum was lost at this point. Board members opted to remain to hear Mr. Mehta's report on the meeting of the Calgary Public Library Foundation Board held on September 19, 2017 and the Meeting Assessment Report, through an informal discussion following adjournment.

The meeting concluded when quorum was lost at 6:45 pm

Transcribed by Kathryn Nikolaychuk

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Ms. Janet Hutchinson  
Chair

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Mr. Bill Ptacek  
CEO

### **Informal Notes**

From the Calgary Public Library Board's Discussion  
After quorum was lost at its regular Board Meeting

### **Calgary Public Library**

Wednesday, September 27, 2017

6:45 pm

### **Calgary Public Library Foundation Board Update**

*- Mr. Avnish Mehta, Board Representative*

Mr. Mehta reported that the Foundation Board had thanked Mr. McIntyre Royston's for his good work and wished him well. In hiring Ms. Humphrey, their Governance Committee acted quickly to provide a smooth transition and ensure stability. The impact to the Library Board will be increased engagement in activation of personal networks. Treasure, time and talent will all be needed. Some momentum will be lost when the building opens, so the time frame is short. Ms. Humphrey added that the Foundation Board has asked her to look at the campaign targets. Part of her mandate will be to create a post-campaign framework for the Foundation prior to the end of her appointment in June 2019. Included in that will be aligning the size and shape of the Foundation with the Library. She does not recommend a smaller Foundation. With the growth of the system and new community libraries, she hopes to steward both new and old donors and she sees many opportunities for continued support. She will also be assisting in recruiting her replacement.

### **Meeting Assessment Report**

Mr. Mehta's only comment was to ask if appropriate amounts of time were being allocated to agenda items as the Board spent greater lengths of time discussing items earlier in the agenda. However, he did feel that the Board had enough time for discussion of all items.