

Minutes
Calgary Public Library Board Meeting
Boardroom 0-11, Central Library
Wednesday, June 26, 2019
5:30 pm

In Attendance:

<p><u>Board:</u> Mr. Avnish Mehta, Chair Ms. Janet Hutchinson Mr. Rob Macaulay Mr. Andrew Rodych Ms. Shereen Samuels Ms. Jocelyn Phu Ms. Debra Giles Mr. Isaac Elias Councillor Evan Woolley Councillor Druh Farrell</p> <p><u>Regret:</u> NA</p>	<p><u>Administration:</u> Mr. Bill Ptacek, Chief Executive Officer Ms. Mary Kapusta, Director, Communications Mr. Paul Lane, Director, Corporate Services Mr. Mark Asberg, Director, Service Delivery Ms. Jackie Flowers, Director, Service Design Ms. Sarah Meilleur, Director, Service Delivery Ms. Tracy Johnson, CEO, Calgary Public Library Foundation</p> <p><u>Guests:</u> Ms. Kathleen Nickel, CUPE Ms. Elsa Gee, CUPE</p> <p><u>Members of Public:</u> Orianna Mordecai, Sait Journalism Student Kori-Anne Clark, Sait Journalism Student</p>
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I. Treaty 7 Opening

Ms. Flowers acknowledged that we are gathered here today at a place called Moh'kinsstis, a Blackfoot word that means elbow. The word describes the landscape of what is now known as Calgary, an area where the Elbow River meets the Bow River. It is in the spirit of respect and truth that we honour and acknowledge Moh'kinsstis and recognize the traditional territories and oral practices of the Blackfoot people, the Nakoda people of the Stoney Nation, the Beaver people of the Tsuut'ina Nation, and the Métis Nation of Alberta, Region Three. This Library is one of 21 libraries across our city built on this traditional land. Finally, we acknowledge all people who make their homes in the Treaty 7 territory of Southern Alberta.

II. Chair's Opening Remarks

Mr. Mehta welcomed the representatives from CUPE; Ms. Nickel and Ms. Gee as well as two members of the public.

III. Review of Agenda

MOVED by Ms. Samuels and seconded by Mr. Elias that the Calgary Public Library Board approve the Agenda for the June 26, 2019 Board Meeting as presented.

Carried Unanimously

IV. Consent Agenda

MOVED by Ms. Hutchinson, seconded by Mr. Elias that the Calgary Public Library Board approve the amended Consent Agenda, containing the following items:

- A.** Record of Urgent Motion May 27, 2019 (Ad hoc Committee Formation), including the amendment to the record indicating that

Councillor Druh Farrell was also in attendance during May 27, 2019 at 5.35pm Board meeting.

- B.** Record of Urgent Motion June 7, 2019 (Signing Authority)

- C.** Minutes of the March 27, 2019 Board Meeting, including the amendment to the record adding the words "to a restricted fund" to the following motion:

Item VIII Audit & Finance Committee Section C – MOVED by Mr. Rodych and seconded by Ms. Giles that the Calgary Public Library Board receive and approve the allocation of the \$225,000 received annually from The City of Calgary **to a restricted fund** to refresh the Asset Management Plan.

Carried Unanimously

V. Business Arising

A. No Business Arising from the Minutes

Ms. Hutchinson asked that those who have not responded to the ULC Dinner invitation for July to please do so as soon as possible.

Councillor Woolley asked if the library had received any complaints about the City Hall Parkade and its access to the library. Ms. Meilleur stated we had not received any complaints, and the two new additional parkades at the back of the library have helped. Ms. Kapusta affirmed that any complaints received will be forwarded to CPA.

B. Advocacy Updates, including ALTA Report

Ms. Phu reported that there was a session that was recorded featuring Dr. Margaret Law and Punch Jackson that was shared in the context of what to do about potential funding cuts under

the new provincial administration. The Alberta Library (TAL) has provided a link to a recording of the session. ([Audio Link](#)).

VI. Chair's Report

The opportunity to connect with City Councillors continues to be very successful. At this point, meetings have been held with all Councilors, except Councillors Davison, Sutherland, and Urquhart. Each meeting was attended by the Board chair, a member of the Executive Leadership Team, and a Library Staff member who spoke knowledgeably about programming and our role in the local community. Discussions at the meetings indicated that Calgary Public Library is seen as an organization that brings solutions to the table. Many of the conversations focused on ways the Library can enhance current plans Councillors have for their community.

VII. Operational Update

Mr. Asberg opened the floor for questions. Ms. Samuels asked for an update on the Government Relations with the pending budget cuts. Mr. Lane responded that the budget cut to the operating budget would be a 3.3% reduction in the current year as well as going forward. Councillor Farrell stated the budget cuts could impact services across the city significantly. Mr. Lane stated we have until next week to respond to The City on the budget cut and its impact on the library.

VIII. Audit & Finance Committee

A. Report of the April 16, 2019 Meeting

B. MOTION to Receive Controllers Report and Financial Statement for the period ended March 31, 2019

Mr. Rodych presented the April 16, 2019 Committee meeting minutes which contained the Controllers Report for the month ended March 31, 2019. The reports of the Statement of Financial Position indicated that our net financial assets are favorable. The cash balance was healthy at the end of the quarter, and there were no cash flow problems. The full four years of the Life Cycle Plan will be presented at the July 2019 Committee Meeting and thereafter annually in July. Some discussion also took place on the City Audit Committee Presentation, which forms the response to the twelve questions The City included in their letter inviting the Library to attend the Committee meeting.

Task	Responsible	Date
The Risk Register and the Audit Committee Response letter to The City will be circulated to the Board.	Chair & Administration	June 2019

Ms. Hutchinson asked if we have received information as to whether we will receive cuts from the Provincial Budget. Mr. Lane responded that we had not received any information. Ms. Phu added that ALTA has begun sending out letters and holding meetings on advocacy and she will update the Board if she receives any information. Ms. Giles asked if we should be adjusting our programs now in preparation, should there be a capital budget cut, to which the Board responded no.

MOVED by Mr. Rodych and seconded by Mr. Macaulay that the Calgary Public Library Board receive the Controller's Report and the Calgary Public Library Board's financial statements for the period ended March 31, 2019.

Carried Unanimously

IX. Strategy & Community Committee

Reports of the April 9, May 15, and June 11, 2019 Meetings

Mr. Elias presented an overview of the Committee meetings held, which included the review of the new Strategic Scorecard Update for Q1 2019 submitted by Ms. Barb Gillard. The new Scorecard will focus on what the library is doing and how, to fit in with our Strategic Plan. There was a focus on the layout, readability, and ways of presenting the information on the Scorecard to keep the library accountable. An update will be presented to the Committee at the September 2019 meeting.

Mr. Elias gave a preview of the Fine Free Youth Material presentation to be presented by Ms. Meilleur. The Committee discussed it and found numerous reasons to support the report and policy. It fits in with the strategic plan, supports early literacy, engages community members, and connects the library with those most in need of Library services.

Ms. Meilleur presented the Fine Free Youth Material. The expected and intended impacts of eliminating fines on youth materials are:

- Growth in circulation of books and active membership, as families currently reluctant to borrow books for fear of fines begin borrowing again
- Increased use of Library resources by educators supporting students, as teachers, community programmers, and childcare providers are heavy users of the library on behalf of children in their care.
- More equitable provision of library services across the city, as blocked cardholder rates decline in higher needs communities.
- Improved patron relationships with the Library, as interactions related to fines owing and payment transactions are reduced
- Enhanced ability for Library staff to focus on core library services that have the most positive impact in the community.

The Board discussed the policy, and Ms. Meilleur stated that with the upcoming budget reductions the Library would not be moving forward with the plan on the timeline stated in the

report, but does request that the Board approve the policy in principle for a later launch. Ms. Hutchinson asked why we are pulling back on the launch if the service is essential and urged there be no delay. Councillor Farrell expressed her support for the policy, while indicating that the current fiscal environment makes it difficult to implement immediately. Ms. Phu suggested the Board advocate for the elimination of fines and help others understand that fines in general are not aligned with the Library’s strategic direction of providing more access and supporting early literacy and vulnerable populations.

MOVED by Mr. Elias and seconded by Ms. Phu that the Calgary Public Library Board approve and support in principle this proposal *Fine Free Youth Material*, and receive the related changes to Schedule B, with finalization of the timeline to be determined at the discretion of Library Leadership.

Carried Unanimously

Mr. Elias resumed his Committee meeting update. In May, the committee received a presentation from the City of Calgary and United Way on the developments of the Community Hubs and other Library connections with the City. Calgary Public Library is a proud and energetic partner along with City of Calgary, United Way and The Rotary Club. An example of an initiative resulting from this work is the expansion of free Library Wi-Fi throughout the entire Village Square facility’s shared spaces.

Also, in May, there was a presentation on Collections. Collections are working towards increased circulation of both print and electronic collections. Overall, digital use is increasing, print use is slightly down, and media formats have a steep decline.

In June, there was a presentation on the three key projects underway within the broader Indigenous Services portfolio: 1) four Indigenous Placemaking initiatives across the System. 2) The new Indigenous Languages Resource Centre is scheduled to open on Canada Day. 3) The Calgary Public Library will provide indigenous language programs starting in the summertime.

Finally, as part of the 2019 Strategic initiative, and through an RFP process, Evans Hunt Digital Marketing Agency was selected to redesign the new library website and redevelop its backend. The new website will launch on July 8th, 2019. The Board will receive a link to a sneak-peek before the launch.

Councillor Farrell asked if the Calgary Public Library was participating in the Iceland Planet Youth Program related to youth and substance abuse and in partnership with United Way. Ms. Meilleur stated no, but will reach out to United Ways for more information.

Task	Responsible	Date
Calgary Public Library to reach out to United Way on the Iceland Planet Youth Program.	Administration	June 2019

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X. Governance Committee

Reports of the April 3, May 22, and June 5, 2019 Meetings

Ms. Samuels reported on the April 3, May 22, and June 5, 2019 Committee meetings. The primary focus of the April meeting was on the review of the three additional naming policies: Philanthropic, Honorific and Sponsorship. Also, in April, the 2018 CEO Evaluation was completed.

During the May meeting, the Committee completed final review of the three naming policies; Philanthropic, Honorific and Sponsorship as presented by Mr. Asberg and Ms. Humphrey. The committee requested a legal review before submitting the policies to the Board for approval. As well, in May, the Committee discussed the Succession/Crisis Protocol Policy and concluded the protocol should be amended to reflect different types of potential absences and their consequences. The Committee also began its Board recruitment process.

Mr. Macaulay suggested that the Foundation has a set of guidelines for gifts, which the Board should consider reviewing. The Board should give the Foundation some instructions on what we should keep as reserved and in what circumstances we should discuss removing the restriction. Mr. Mehta stated we need to have clarity as to how the Board and Foundation are interacting in regard to naming rights.

During the June meeting, the Committee revised the current signing authority policy, in light of the CEO transition. Mr. Mehta electronically circulated the two motions presented to the Board, and an electronic vote took place. A motion also took place regarding the requirement for Calgary Public Library to confirm the amount of \$4,500,000 for the operating line with the Royal Bank of Canada. The Committee also reviewed the amended procedure relating to the CEO Absence.

MOVED by Ms. Samuels and seconded by Ms. Hutchinson that the Calgary Public Library Board approve the Naming Policies: Philanthropic, Honorific and Sponsorship with an additional direction to the Governance committee to review best practices on Honorific Naming Policy.

Carried Unanimously

MOVED by Ms. Samuels and seconded by Mr. Rodych that the Calgary Public Library Board approve the revolving demand facility provided by the Royal Bank of Canada be set at \$4,500,000 and direct the Audit and Finance Committee to annually review the level of the revolving demand facility for appropriateness.

Carried Unanimously

Task	Responsible	Date
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Audit and Finance Committee to annually review the level of the revolving demand facility for appropriateness	Committee Chair /Administration	January 2020
An additional direction to Governance committee to review best practices on Honorific Naming Policy.	Committee Chair	September 2019

XI. Calgary Public Library Foundation Update

Ms. Hutchinson reported that there had not been a Foundation Board meeting after its AGM on May 14, 2019, which saw four new Board members appointed, Mr. Carl Landry acclaimed as Board Chair and Ms. Pat Moore moving into the role of Board Member Emeritus.

A. CPL Foundation Update

Ms. Johnson presented the Gift and other news highlights of the Foundation including July 28 – July 30 Library Fundraising Conference at Central Library, July 26 Locked Library at Central Library with a Fairy Tale theme. Kris and Jamie (local Patrons) got engaged at the Central Library in front of a window inscription that read “Kris will you marry me?”. June`s Fundraising Breakfast raised over \$53,000 (including a matching gift from John Anderson). Ms. Ellen Humphrey retires from her role as CEO on June 30, and Ms. Tracy Johnson was announced as incoming CEO effective July 2.

XII. Other Business

Mr. Mehta stated the Swearing in of the new Calgary Chief of Police was a great success and attendees were impressed with the Central Library and all the partners' ability to come together to make the event a success.

Mr. Lane reminded the Board to register for the upcoming Kudos Stampede Breakfast.

XIII. In Camera

MOVED by Ms. Samuels and seconded by Ms. Hutchinson that the Calgary Public Library Board move In Camera.

Carried Unanimously

MOVED by Mr. Rodych and seconded by Ms. Samuels that the Calgary Public Library Board called for a motion to Rise Without Reporting.

Carried Unanimously

XIV. Adjournment

MOVED by Ms. Hutchinson to adjourn the meeting at 7.50pm

Transcribed by Dee Adekugbe

Mr. Avnish Mehta
Chair

Mr. Bill Ptacek
Chief Executive Officer