

Approved Minutes
Calgary Public Library Board
Central Library Boardroom 0-11
Wednesday, June 28, 2023
5:30 pm

In Attendance:

Board:

1. Andrew Rodych (Chair)
2. Haritha Devulapally
3. Al-Karim Khimji
4. Crystal Manyfingers
5. Councillor Jasmine Mian
6. Councillor Kourtney Penner
7. Sheeba Vijayan
8. Evan Legate

Administration:

1. Sarah Meilleur, *CEO*
2. Alexis Apps, *Senior Executive Assistant*
3. Tracy Johnson, *CEO, Calgary Public Library Foundation*
4. Mary Kapusta, *Director, Communications and Engagement*
5. Paul Lane, *Director, Strategy and Planning*
6. Manjula Nanjappa, *Director, Technology*
7. Amanda Robertson, *Executive Assistant*
8. Heather Robertson, *Director, Service Design and Innovation*

Regrets:

9. Dana Saric

Guests:

1. Terrill Budd, *CUPE Local 1169*
2. Elsa Gee, *CUPE Local 1169*

1. Treaty 7 Opening

With gratitude, mutual respect, and reciprocity, Jasmine Mian opened the meeting by acknowledging the ancestral home, culture, and oral teachings of the Treaty 7 signatories which includes the Siksika Nation, Piikani Nation, Kainai Nation, the Îlethka 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 Region 3 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'l, 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

Andrew Rodych welcomed all members of the Board, Library Administration, and guests to the last meeting before the Board breaks for the summer.

3. Review of Agenda

MOVED by Evan Legate and seconded by Al-Karim Khimji that the Calgary Public Library Board approve the agenda for the June 28, 2023 meeting as presented.

Carried unanimously

4. Consent Agenda

Andrew Rodych read the item listed under the consent agenda:

1. To approve the minutes of the May 24, 2023 Board meeting

The Board directed Administration to make one change and correct the start date of the Ultimate Summer Challenge from June 1, 2023 to July 1, 2023.

MOVED by Kourtney Penner and seconded by Haritha Devulapally that the Calgary Public Library Board approve the Consent Agenda as amended.

Carried unanimously

5. Business Arising

A. Business Arising from the Minutes

None.

6. Chair's Report

Andrew Rodych shared a personal anecdote about hosting a recent Father's Day storytime at a community library location. Rodych encouraged his peers to take advantage of the opportunities they currently have to be a positive part of the visitor experience at their local libraries and to engage with the community in the unique ways available to them as members of the Library Board.

7. Chief Executive Officer's Report

Sarah Meilleur presented highlights from the CEO's Report.

June included many notable activities at the Library, including National Indigenous History Month, Neighbour Day, International Pride Month, and the launch of Ultimate Summer Challenge registrations.

For National Indigenous Peoples Day, Meilleur was honoured to speak in the Patricia A. Whelan Performance Hall at an event delivered in partnership with the Canada Sports Hall of Fame. The Performance Hall was filled with students from around the city, who listened to a keynote address that was livestreamed to over 15,000 students. After the talk, the students attending in person spread to all corners of Central Library to participate in interactive programming and events.

The Library was honoured with the prestigious American Library Association John Cotton Dana award for public relations. This award and accompanying grant were a result of the 2022 “This Ad is For” campaign, which was generated by the Marketing and Production departments in response to data analysis provided by the Strategy and Planning department showing that after two years of COVID-19 restrictions, Calgarians were feeling isolated and eager to reconnect with the community. The data had shown a significant loss in cardholders in certain demographics, so the campaign addressed those demographics directly to encourage new member registration and welcome the community back to the Library’s physical spaces.

The Library has been working in partnership with Edmonton Public Library to draft letters of welcome to key ministries following the provincial election. These communications are an opportunity to build relationships with and demonstrate the impact of libraries to Alberta’s elected leaders.

There continue to be many new hires joining the Library team, so professional development has been an ongoing priority. Human Resources is busy helping staff to supplement their knowledge and experience while building resilience, all in support of the skills staff will need to help serve the community.

Haritha Devulapally asked whether her peers on the Board would prefer that the CEO’s Report be redesigned and delivered in a shorter format in future to reduce the operational information being provided when the Board is intended to focus on governance-level topics. The information contained in the CEO’s Report is intended to provide a high level overview of the Library’s impact and is distributed internally as well as to the public through the meeting package. Board members agreed that the report is more operational than strategic in focus, but that this is balanced by the benefit of the highlights shared with the Board and the public. No immediate changes were requested. The Board directed Administration to review the format and consider potential changes to layout and delivery for future Board Meetings.

MOVED by Crystal Manyfingers and seconded by Jasmine Mian that the Chief Executive Officer’s Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

8. Governance Committee

A. Report of the June 6, 2023 Governance Committee Meeting

Andrew Rodych asked Haritha Devulapally to provide an update to the Board on the progress and current status of the 2023 Board recruitment campaign. Devulapally advised that the posting for three positions was published one week ago. Board members, the Library marketing team and the recruitment firm have all been sharing and promoting the posting. Two Board members are standing for re-appointment to their second terms and the three new members could mean up to five Board members on the same term cycle. Administration confirmed that the municipal bylaw governing appointments requires that terms be set for “up to three years”, so one or more of the new appointees could be offered an initial term length of one or two years instead of three to offset the term end dates.

Rodych presented the minutes of the June 6, 2023 Governance Committee meeting.

MOVED by Kourtney Penner and seconded by Jasmine Mian that the June 6, 2023 Governance

Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

9. Strategy and Community Committee

A. Report of the June 14, 2023 Strategy and Community Committee Meeting

Al-Karim Khimji presented the minutes of the June 14, 2023 Strategy and Community Committee meeting. Khimji advised that all Board members are welcome and encouraged to attend Strategy and Community Committee meetings, particularly the portions addressing spotlight reports sharing the ways in which the Library's strategic plan is being actioned.

MOVED by Evan Legate and seconded by Haritha Devulapally that the June 14, 2023 Strategy and Community Committee Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

10. Calgary Public Library Foundation

A. Calgary Public Library Foundation Update

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

In June, Johnson attended the International Public Library Fundraising Conference, which had last been held in person in Calgary before the global pandemic. There has been a shift towards public libraries putting active effort into fundraising. Calgary Public Library Foundation and Calgary Public Library are aligned well in their strategic plans and have already developed the strong relationship that other libraries and fundraising partners are currently working to establish.

The Foundation is preparing for the Lit Gala by securing sponsorships and generating interest while final details are being determined. A social media toolkit and calendar hold will be shared with the Calgary Public Library Board to support Board members in sharing this event with their networks.

MOVED by Sheeba Vijayan and seconded by Kourtney Penner that the Calgary Public Library Foundation Report be received by the Calgary Public Library Board for information as presented.

Carried unanimously

11. Board Workplan Review

Andrew Rodych presented the workplan for the Board's reference and noted the cancellation of the July 26, 2023 meeting, of which the Board had previously been notified. No changes were requested.

12. Other Business

None.

13. In Camera

MOVED by Al-Karim Khimji and seconded by Haritha Devulapally that the Calgary Public Library move in camera at 6:33 pm.

Carried unanimously

The Board dismissed all others from the meeting with the exception of Sarah Meilleur, Tracy Johnson, Mary Kapusta, Paul Lane, Manjula Nanjappa, Heather Robertson, and Amanda Robertson.

MOVED by Al-Karim Khimji and seconded by Evan Legate that the Calgary Public Library Board rise and report.

Report:

1. **MOVED** by Al-Karim Khimji and seconded by Evan Legate that the information contained in the In Camera Report to the Calgary Public Library Board dated June 28, 2023, remain confidential under the Freedom of Information and Protection of Privacy Act; and further that the Calgary Public Library Board accept the recommendation of the Calgary Public Library Foundation Board in accordance with the Calgary Public Library Board *Naming in Recognition of Philanthropic Gifts Policy*.

Carried unanimously

At 6:55 pm, the Board dismissed all others from the meeting to resume the in camera discussion.

MOVED by Haritha Devulapally and seconded by Evan Legate that the Calgary Public Library Board rise without reporting.

14. Adjournment

MOVED by Haritha Devulapally that the meeting be adjourned at 7:30 pm.

Transcribed by Amanda Robertson.

Andrew Rodych
Board Chair