

APPOINTMENTS TO THE CALGARY PUBLIC LIBRARY BOARD

EXECUTIVE SUMMARY

As of 2016 October 31, there are three (3) vacancies on the Calgary Public Library Board: two (2) as a result of expired terms, and one (1) for the completion of a term due to a resignation. This report provides a summary of the Library Board's recruitment process and brings forward two (2) candidates for reappointment for second terms, and two (2) candidates for the completion of one (1) three-year term, for Council's consideration.

CALGARY PUBLIC LIBRARY BOARD RECOMMENDATION(S)

That Council:

1. Receive this report for information;
2. Reappoint the following citizen members to the Calgary Public Library Board (Attachments 1, 2, and 3) for the term lengths indicated below, commencing 2016 November 01:
 - (a) Ms. Debra Giles – Three (3) year term to expire 2019 October 31
 - (b) Ms. Judy Gray - Three (3) year term to expire 2019 October 31
3. Appoint one (1) citizen member to the Calgary Public Library Board for the completion of a three (3) year term to expire 2017 October 31, due to a resignation (Attachment 4), from a slate of two (2) candidates brought forward from the Board's recruitment process (Attachments 5, 6 and 7); and
4. Keep Attachments 2, 3, 4, 5, 6, 7 and 8 confidential pursuant to Sections 17(1) and 19 of the *Freedom of Information and Protection of Privacy Act*.

PREVIOUS COUNCIL DIRECTION / POLICY

At the 2013 June 10 and 11 Combined Meeting, Council directed that the Public Library Board vacancies continue to be removed from the Boards, Commissions and Committees advertisement and the regular appointment process of Council's Organizational meeting. Council further directed that the Public Library Board advertise for potential candidates based on a skills inventory to be updated annually, and that the Board bring forward potential candidates for Council's approval no later than its Organizational Meeting.

BACKGROUND

Reappointments

Both of the Board incumbents, whose terms are expiring, are interested in and eligible for reappointment. After reviewing the quality of their work as Board members, both of the re-appointee candidates were seen by the Board as excellent choices for reappointment.

The recommended re-appointment term length is 3 years. The recommendation is made to ensure an appropriate balance between renewal and continuity, and takes into account the timing of the expiration of other Board Members' terms.

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Highlights of the contributions to the Board of each of the recommended candidates for re-appointment appear in Attachment 1. Their resumes are included in Attachments 2 and 3.

Completion of a three (3) year term to expire 2017

Due to a resignation on June 30, 2016 (Attachment 4), the Board also has one (1) vacancy for the completion of a three (3) year term to expire 2017 October 31.

A Sub-Committee of the Library Board, comprised of the Board Chair, Vice-Chair, and Chair of the Governance Committee, conducted the board recruitment and nomination process. This included a board skills assessment and developing of criteria for guiding the work of the consulting firm, Pekarsky & Co. The Committee made a recommendation for nominations to the Board, which was approved at its 2015 September 30 meeting.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

For the citizen appointment to complete the three (3) year term to expire 2017 October 31, a broad search was conducted.

In mid-June, an Request for Proposal was written and issued for an executive search firm. A Board Committee evaluated six firms for experience with not-for-profit boards, understanding of the Library and its mission, quality and experience of the lead search practitioner, reference and reputation, cost, and previous experience with the firm with respect to quality. The firm Pekarsky & Co was interviewed by the Committee and, on June 30, 2016, it was awarded the contract as the search firm.

The Board Committee met with Pekarsky & Co to establish and review the role, eligibility, core competencies and personal characteristics required in a Board candidate. The application deadline was established as 2016 August 8. Pekarsky & Co conducted the preliminary interviews in order to create a list of priority candidates. The Board Committee structured and conducted the final interviews. Pekarsky & Co concluded its involvement by verifying references and educational qualifications, communicating with applicants, and preparing a statistical summary. At the end of the process, the Board is bringing forward a slate of two candidates to Council for review and appointment (Attachments 4, 5 and 6).

The documents used by Pekarsky & Co and the Board Committee in the recruitment process are included in the Board Member Search Report (Attachment 8).

Stakeholder Engagement, Research and Communication

The broad scope of the campaign ensured citizens were well informed of the recruitment for Board vacancies, serving to increase the pool of qualified applicants.

The public advertisement campaign to recruit for Board vacancies included social media and postings and links on the websites of Pekarsky & Co, Calgary Public Library, Propellus, and The City of Calgary's Boards, Commissions and Committees.

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Strategic Alignment

Appointments to the Calgary Public Library Board of knowledgeable, skilled and experienced citizens supports the Library's strategic plan and the alignment to The City of Calgary's four-year budget cycle and targets outlined in the Imagine Calgary framework.

Social, Environmental, Economic (External)

Appointment of Board Members who are knowledgeable, skilled and experienced will enhance the Calgary Public Library Board's effectiveness to govern and lead the Calgary Public Library; ensuring the best possible library service for the citizens of Calgary.

Financial Capacity

Current and Future Operating Budget:

The consulting costs associated with the recruitment process were accommodated through the Calgary Public Library's current operating budget.

Current and Future Capital Budget:

There are no capital budget implications associated with this report.

Risk Assessment

Based on the due diligence of the Public Library Board, any potential risks associated with the process have been mitigated.

REASON(S) FOR RECOMMENDATION(S):

The Calgary Public Library Board recommends the reappointment of two (2) citizens to the Board, who are both eligible for and interested in reappointment. The Library Board also recommends the appointment of one (1) citizen member to the Calgary Public Library Board for the completion of a three (3) year term to expire 2017 October 31, from a slate of two (2) candidates brought forward from the Board's recruitment process. The varied experience of all candidates, for both reappointment and appointment, makes them strong candidates for the Calgary Public Library Board, recommended without reservation.

ATTACHMENT(S)

1. Highlights of Contributions of Two Candidates for Reappointment
2. Resume of One of Two Candidates for Reappointment (Confidential)
3. Resume of One of Two Candidates for Reappointment (Confidential)
4. Resignation Letter (Confidential)
5. Highlights of Two (2) Candidates Being Presented For Selection by Council for One (1) Vacancy (Confidential)
6. Cover Letter and Resume of One of Two Candidates for New Appointment to Complete One (1) Three (3) Year Term to Expire 2017 October 31 (Confidential)
7. Cover Letter and Resume of One of Two Candidates for New Appointment to Complete One (1) Three (3) Year Term to Expire 2017 October 31 (Confidential)
8. Board Member Search Report (Confidential)