



Calgary Public Library Board

Calgary Public Library Board Report to Organizational Meeting of Council 2017 October 30

APPOINTMENTS TO THE CALGARY PUBLIC LIBRARY BOARD

EXECUTIVE SUMMARY

As of 2017 October 31, there are three (3) vacant positions on the Calgary Public Library Board as a result of expired terms. This report provides a summary of the Library Board's recruitment process and brings forward appointment candidates for Council's consideration.

CALGARY PUBLIC LIBRARY BOARD RECOMMENDATION(S)

That Council appoint the three (3) recommended members to the Calgary Public Library Board, each for a three (3) year term commencing 2017 October 30 and expiring at the 2020 Organizational Meeting of Council, from the slate of candidates recommended by the Calgary Public Library Board outlined in Attachment 2.

PREVIOUS COUNCIL DIRECTION / POLICY

At the 2014 May 12 Combined Meeting, Council directed that the Calgary Public Library Board vacancies be removed from the City Clerk's Office Boards, Commissions and Committees public notice advertisement for all subsequent Organizational Meetings of Council; and that the Calgary Public Library Board annually engage a search consultant to advertise for vacant positions and, based on the skills inventory to be updated annually, report to Council, with a slate of recommended candidates for Council's approval, at all subsequent Organizational Meetings, at the expense of the Calgary Public Library Board.

BACKGROUND

At its 31 May 2017 meeting, the Calgary Public Library Board discussed the upcoming term expirations and passed a motion that the incumbent Board Members whose terms are expiring be brought forward to Council with recommendations for reappointment.

During July and August 2017, a Sub-Committee of the Library Board, comprised of the Board Vice-Chair, the Governance Committee Chair, the Strategy & Community Committee Chair, and the Audit & Finance Committee Chair, conducted the board recruitment and nomination process. This included reviewing the board skills assessment and developing criteria for guiding the work of the search consultant, Pekarsky & Co, conducting interviews, and making final selections. Following this work, the Committee made a recommendation for nominations to the Board, which was approved by motion at its 2017 September 27 meeting.



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On 09 August 2017, the Board Chair received notice from one of the incumbent Board Members whose term is expiring, Frank Durnford, that he would not be seeking reappointment, effective 2017 October 31, due to personal reasons. A first and alternate recommendation for this vacancy is included in the slate of candidates.

Two of the Board incumbents whose terms are expiring, Janet Hutchinson and Robert Macaulay, are interested in and eligible for reappointment. After reviewing the quality of their work as Board members, both of the reappointee candidates were voted unanimously by a motion of the Board as excellent recommendations for reappointment. An alternate choice for each of the two reappointee candidates is included in the slate of candidates.

The recommended appointment term length for all candidates 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.

The resumes of all candidates are attached. Also attached is a slate of candidates and a summary highlighting the contributions to the Board of each of the two recommended candidates for reappointment.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

In July 2017, Pekarsky & Co was engaged as the search consultant for the recruitment process. In accordance with the Library's internal practices - this was an extension of a contract awarded to Pekarsky & Co from the June 2016 Request for Proposal issued for an executive search firm. At that time, 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.

In July 2017, a Board Committee met with Pekarsky & Co to establish and review the role, eligibility, core competencies and personal characteristics required in a Board candidate. A public advertisement campaign was launched, and Pekarsky & Co conducted 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 candidates to Council for review and appointment.

Summary documents used by Pekarsky & Co and the Board Committee in the recruitment process are included as Attachments.

Stakeholder Engagement, Research and Communication



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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 and Calgary Public Library, as well as an information link on The City of Calgary's Boards, Commissions and Committees webpage.

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 presents, for Council's selection, a slate of candidates comprising both a recommended and an alternate candidate for each of the three vacancies on the Board, each for a three (3) year term to expire 2020 October 31. The varied experience of all candidates, for both appointment or reappointment, makes them strong candidates for the Calgary Public Library Board, recommended without reservation.

ATTACHMENTS

2. Slate of Candidates Recommended for Appointment (Confidential)
3. CPL Highlights of Contributions of Two Incumbent Candidates
4. CPL First Vacancy Recommended Appointment (Confidential)
5. CPL First Vacancy Alternate (Confidential)
6. CPL Second Vacancy Recommended Reappointment (Confidential)
7. CPL Second Vacancy Alternate (Confidential)



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8. CPL Third Vacancy Recommended Reappointment (Confidential)
9. CPL Third Vacancy Alternate (Confidential)
10. CPL Board Member Search Summary (Confidential)
11. CPL Finalist Candidate Scorecard (Confidential)

Submitted by

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The Calgary Public Library Board