
EDMONTON PUBLIC LIBRARY BOARD

Tuesday, March 8, 2016 5:30 p.m.
Stanley A. Milner Library
(3rd Floor Boardroom)

ATTENDANCE:

Board: Mrs. Ellen Calabrese-Amrhein, Chair
Mr. Brian Heidecker
Mr. Jay Ball
Ms. Miranda Jimmy
Dr. Sherrill Johnson
Mr. Nazir Mulji
Mr. Jeff Reynolds
Cllr Ben Henderson
Ms. Jill Scheyk
Dr. Fern Snart

Staff: Ms. Pilar Martinez, Chief Executive Officer
Mr. Gastone Monai, Chief Financial Officer
Mr. Mike Lewis, Director, Human Resources Services
Soleil Surette, Manager, Assessment and Research

Guests: Vanessa Paulencu, KPMG
Taylor Rolheiser, KPMG
Brittany Keelan, KPMG

Regrets: None

Recording Secretary: Ms. Caroline Shield

1. CALL TO ORDER / PRESENTATION

Chair Ellen Calabrese-Amrhein called the meeting to order at 5:28 p.m. and welcomed auditors from KPMG: Vanessa Paulencu, Taylor Rolheiser and Brittany Keelan.

2. ADOPTION OF AGENDA

Moved by Nazir Mulji. Seconded by Jeff Reynolds.

That the agenda be approved with the following amendments:

- New Business Item 5f) Incidents Report be moved to 5a) to allow Soleil Surette to present the report at the beginning of the

meeting. Subsequent items would therefore be renumbered sequentially.

- Consent Item 6b) Notice of Election be discussed in conjunction with 5d)(iv) Nomination and Election Process for Trustees.

CARRIED

3. ADOPTION OF MINUTES

Moved by Brian Heidecker, Seconded by Nazir Mulji.

That the minutes of the February 9, 2016 Board meeting be approved.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

There were no outstanding items identified.

Fern Snart joined the meeting at 5:32 p.m.

5. NEW BUSINESS

5a) 2015 Incidents Report

Soleil Surette gave an overview of the 2015 Incidents Report and responded to questions from trustees. Fern Snart asked how the statistics compared to other libraries to which Soleil responded that libraries collect information differently so a direct comparison cannot be drawn.

Moved by Miranda Jimmy, Seconded by Jay Ball.

That the 2015 Incidents Report be received as information.

CARRIED

Soleil Surette left the meeting at 5:42 p.m.

5b) 2015 EPL Financial Statements

The Auditors from KPMG referred to the Audit Findings Report included in the Board package and reported, in turn, that their findings were completely incident free, with no discrepancies or unusual transactions identified. Taylor Rolheiser commented that EPL's finances are well managed and the financial statements they audited were consistent with what was provided to previous 2015 Board meetings. Gastone Monai reviewed the 2015 Audited Financial Statements and responded to questions from trustees. Brian Heidecker complimented Gastone Monai on such a clean set of financial statements.

Moved by Brian Heidecker. Seconded by Jill Scheyk.
That the Audited Financial Statement for the period ending December 31, 2015 be approved as presented.

CARRIED

Moved by Brian Heidecker. Seconded by Jill Scheyk.
That the Audit Findings Report for the year ending December 31, 2015 be approved as presented.

CARRIED

Taylor Rolheiser, Vanessa Paulencu and Brittany Keelan left the meeting at 6:03 p.m.

5c) Governance and Nomination Committee – February 16, 2016

Committee Chair, Jeff Reynolds, referred to the report included in the Board package and noted that drafts of position descriptions for Board Chair, Vice-Chair and Committee Chair were initiated at this meeting and subsequently finalized at the February 23, 2016 meeting.

Moved by Fern Snart. Seconded by Nazir Mulji.
That the February 16, 2016 Governance and Nomination Committee Report be received as information.

CARRIED

5d) Governance and Nomination Committee – February 23, 2016

Committee Chair, Jeff Reynolds, referred to the reported included in the Board package. As noted in the report, the Committee recommends that the Board approves the position descriptions for Board Chair, Vice-Chair, Committee Chair, and the Nomination and Election Process. Jeff Reynolds also requested that the Notice of Election Report be received as information. Fern Snart asked what would make someone ineligible to stand for election. Jeff Reynolds responded a nominee must be an existing trustee and Cllr Ben Henderson added a nominee must also be willing to stand.

Moved by Sherrill Johnson. Seconded by Nazir Mulji.
That the Board approve the position descriptions for Board Chair, Vice-Chair and Committee Chairs.

CARRIED

Moved by Jeff Reynolds. Seconded by Jay Ball.
That the Board approve the Nomination and Election Process.

CARRIED

Moved by Jeff Reynolds. Seconded by Jay Ball.
That the Notice of Election report be received as information.

CARRIED

Moved by Jeff Reynolds. Seconded by Jay Ball.
That the February 23, 2016 Governance and Nomination Committee Report be received as information.

CARRIED

5e) April Election Date

All trustees agreed on April 26, 2016 for the election date and to meet at the earlier time of 5:00p.m. before moving on to the dinner for departing trustees.

5f) Meeting Schedule 2016-2017

The proposed meeting schedule was approved and trustees agreed that the June Board meeting, which was included in the Board calendar as tentative, should be scheduled.

Moved by Nazir Mulji. Seconded by Jill Scheyk.
That the Board Calendar be approved with the amendment that the tentative June Board meeting be made permanent.

CARRIED

6. CONSENT ITEMS

- 6a) Chair's Report
- 6b) FEPL Report

Moved by Sherrill Johnson. Seconded by Miranda Jimmy.
That all Consent items be received as information.

CARRIED

7. NEW INQUIRIES

There were no new enquiries.

8. IN CAMERA

- 8a) Milner Revitalization Project
- 8b) HR & CEO Performance Management Committee – March 2, 2016 – CEO Mid-Year Evaluation

Moved by Nazir Mulji. Seconded by Jeff Reynolds.
That the meeting move *in camera* to discuss:
- Milner Revitalization Project
- CEO Mid-Year Evaluation

CARRIED

The meeting moved *in camera* at 6:25 p.m.

At 7:05 p.m. after the Milner Revitalization Project, members of Administration left the meeting so the Board could discuss the CEO's Mid-Year Evaluation.

Miranda Jimmy left the *in camera* meeting at 7:08 p.m.

Moved by Fern Snart. Seconded by Sherrill Johnson.
That the meeting move *out of camera*.

CARRIED

The meeting moved *out of camera* at 7:51 p.m.

10. ADJOURNMENT

The meeting adjourned at 7:51 p.m.