

EDMONTON PUBLIC LIBRARY BOARD

Tuesday, January 14, 2014, 5:30 p.m.

Stanley A. Milner Library

3rd Floor Boardroom

ATTENDANCE:

Board: Mrs. Ellen Calabrese-Amrhein, Chair

Mr. John J. McDonald III, Vice-Chair

Mr. Jay Ball

Mr. Michael Janz

Ms. Miranda Jimmy

Dr. Sherrill Johnson

Mr. Nazir Mulji

Mr. Jeff Reynolds

Staff: Ms. Linda Cook, Chief Executive Officer

Ms. Pilar Martinez, Deputy Chief Executive Officer

Mr. Gastone Monai, Chief Financial Officer

Mr. Mike Lewis, Director, Human Resource Services

Regrets: Mrs. Kate Freeman

Councillor Ben Henderson

Recording Secretary: Ms. Therese McAuley

1. CALL TO ORDER

Chair Ellen Calabrese-Amrhein called the meeting to order at 5:30 p.m. and welcomed Jackie Araujo, Project Manager with the City of Edmonton's Community Services Department and EPL Marketing and Fund Development Director Tina Thomas.

Jackie Araujo provided background on the Community Sustainability Task Force, gave an overview on some of the key items from the Task Force's final report entitled "Elevate" and responded to questions from the Trustees.

Jackie Araujo left the meeting at 5:55 p.m.

Tina Thomas provided an update on EPL's Fund Development Plan. There was discussion around what the main focus of the Centennial Fundraising Advisory Committee should be and, it was felt by some Trustees, that it should be the recladding of the Milner Library. After some discussion it was agreed that the recladding of Milner be part of the Centennial fundraising and that it be highlighted as a long-term project. Tina Thomas responded to a number of questions from the Trustees.

Tina Thomas provided an update on the Books2Eat Gala and indicated that there are 6 confirmed table sponsors and around 30 table hosts. The goal is to have 50 tables. She noted that Trustees were sent an email providing ways for them to support the Gala. It included the event overview, information on sponsorship opportunities and an invitation that could be used to request someone to be a table host. She indicated that names and contact information could also be sent to her to initiate the table host request.

Tina Thomas left the meeting at 6:50 p.m.

2. ADOPTION OF AGENDA

Moved by John McDonald, Seconded by Nazir Mulji.

That the agenda be approved with the following amendments:

- New Business - Add: Deputy CEO Report (P. Martinez)
- Consent Items – Exempt and move to New Business: Friends of the Library Report
- In Camera - Add: Collective Bargaining Update (M. Lewis)

CARRIED

3. ADOPTION OF MINUTES

Moved by Jeff Reynolds, Seconded by Miranda Jimmy.

That the minutes of the December 3, 2013 Board meeting be approved as amended.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

There were no items brought forward.

5. NEW BUSINESS

5a) 2014 Operating Budget

Gastone Monai referred to the report included in the Board package and provided an overview of the key changes included in the 2014 budget. Additional to the documentation provided at the October Board meeting and discussed at the December meeting, is the deferral of one eplGO Storefront Location and a Lending Machine which is a result of a decrease in EPL's tax funding target. The 2014 Operating Budget was approved by City Council at their December 5 meeting.

Moved by Jay Ball, Seconded by Jeff Reynolds.

That the 2014 EPL Operating Budget be approved as presented.

CARRIED

5b) Board Recruitment – 2014-16 Term

Chair Ellen Calabrese-Amrhein noted that Kate Freeman would not be continuing which creates a vacancy on the Board. She noted that as part of the Annual Chair's Appointment report which is submitted to Council's Community Services Committee there is an opportunity to provide *Qualifications Desired for New Members*. The Board also included in the 2012 report a *Question for Potential Candidate* for the Councillors to use as part of the interview process. Therese McAuley read out both items. In response to Ellen Calabrese-Amrhein's request for suggested qualifications for this year's report the following was provided: human resources background; entrepreneur/small business owner; technology; copyright expertise/background; and community connections. It was also agreed that a question be provided and that it be based on the Strategic Goal that focuses on learning. Ellen Calabrese-Amrhein indicated that she would update the report to reflect the Board's discussion.

Ellen Calabrese-Amrhein reported that as well as attending an interview with the Community Services Committee of City Council she will also be involved in the short listing of applicants. This is one of the recent changes to the Agencies, Boards, Committee and Commissions City Procedure approved by Council.

5c) Friends of the Library – Board Representative and Alternate

Chair Ellen Calabrese-Amrhein indicated that the EPL Board representatives for the Friends of the Library Board are appointed at the January meeting. Jay Ball stated that he was the Alternate for 2013 and would be willing to be the main representative for 2014. Jeff Reynolds indicated that he would be willing to be the alternate.

Jeff Reynolds noted, as part of the External Committees Terms of Reference, it was clarified that the Board representatives on the Friends and the Alberta Library Trustees Association would automatically be a member of the External Committee.

5d) Year-in-Review Presentation

Linda Cook noted that a video with 2013 highlights was produced and shown to all managers at the Year-in-Review meeting in December. She noted that Executive is very proud of all the things that have been accomplished and the level of commitment and enthusiasm by staff. The video was shown to the Board.

5e) Statement of Operations and Capital as of November 30, 2013

Gastone Monai referred to the report included in the Board package. He noted that the operating financial results has a year-to-date deficiency of revenue over expenses in the amount of \$316,000 which is primarily due to lower than planned revenues as a result of the elimination of the membership fee and higher than planned library collection purchases. The capital financial results are lower than planned by \$34.2 million due to delays in the Mill Woods, Clareview and Highlands branch construction projects. He indicated that, once the capital projects are complete in 2014, EPL is projecting to be under-spent by \$10.2 million using current best estimates. In 2014, the Administration will bring forward a plan to reallocate any available capital funding for its next priority capital project.

Moved by John McDonald, Seconded by Jeff Reynolds.

That the Statement of Operations and Capital as of November 30, 2013 be received as information.

CARRIED

5f) Deputy CEO Report

Pilar Martinez provided an update on the successful Makerspace programming, and noted that we had 35 boys attend a gaming program this past weekend. She reminded the Board that the official launch is on February 12th.

Pilar Martinez mentioned that EPL has been receiving very positive reviews for the computer programming EPL staff developed to implement the MCard and the Alberta Wide Borrowing initiative. Kansas Library staff indicated that they have been working on a solution to share reciprocal members for years and were delighted with this model.

5g) Friends of the Library Report

The date of the Friends Annual General Meeting would be confirmed and emailed to Trustees.

6. CONSENT ITEMS

6a) Chair's Report

6c) Friends of the Library Report

6c) 2014 Library Conferences – Trustee Attendance

Moved by Jay Ball, Seconded by Nazir Mulji.

That the Consent Items 6a) to 6c) be received as information.

CARRIED

7. NEW INQUIRIES

7a) Incidents at the Library

Miranda Jimmy inquired how it is determined when information on incidents/issues is provided to Trustees. As an example she referred to the recent incident at Milner where they received information and the one at the Lois Hole Library (LHL) where nothing was sent to them. She indicated that she heard about the LHL incident from a staff member. Linda Cook noted that dissemination is based on the level of the incident and if there is a possibility of media interest. If there is possible media coverage information is sent to the Board. In response to Linda Cook's inquiry, the Board agreed that no change was required to the current procedure of notification.

8. IN CAMERA

8a) Collective Bargaining – Update

8b) CEO's Contract

Moved by John McDonald, Seconded by Michael Janz.

That the meeting move *in camera* to discuss:

- Collective Bargaining - Update
- CEO's Contract

CARRIED

The meeting moved *in camera* at 7:32 p.m.

At 7:50 p.m., after the Collective Bargaining Update, members of the Administration left the meeting so the Board could discuss the CEO's Contract.

Moved by Michael Janz, Seconded by John McDonald.

That the meeting move *out of camera*.

CARRIED

The meeting moved *out of camera* at 8:05 p.m.

9. ADJOURNMENT

The meeting adjourned at 8:07 p.m.