
EDMONTON PUBLIC LIBRARY BOARD

Tuesday, March 3, 2015, 5:30 p.m.

Stanley A. Milner Library
(3rd Floor Boardroom)

ATTENDANCE:

Board: Mrs. Ellen Calabrese-Amrhein, Chair

Councillor Ben Henderson

Ms. Miranda Jimmy

Dr. Sherrill Johnson

Mr. John McDonald III

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: Mr. Jay Ball

Mr. Brian Heidecker

Mr. Michael Janz

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 Taylor Rolheiser, Vanessa Paulencu and Leah Logan from KPMG and Tina Thomas and Emmy Stuebing from Marketing, Communications and Fund Development.

2. ADOPTION OF AGENDA

Moved by Nazir Mulji, Seconded by Sherrill Johnson.

That the agenda be approved as presented.

CARRIED

3. ADOPTION OF MINUTES

Moved by Miranda Jimmy, Seconded by Jeff Reynolds.

That the minutes of the January 13, 2015 Board meeting be approved as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

There were no outstanding items identified.

5. NEW BUSINESS

5a) 2014 EPL Financial Statements

Taylor Rolheiser thanked the Board for the opportunity to present the 2014 audited financial statements. She reviewed the Audit Findings Report and reported that there are no audit adjustments and no significant deficiencies identified. She acknowledged the excellent job done by Gastone Monai and his team and the high quality of the financial reporting. Gastone Monai reviewed the 2014 audited financial statements and responded to questions from Trustees. John McDonald, on behalf of the Board, thanked Gastone and his team for another sterling year.

Moved by Nazir Mulji, Seconded by Miranda Jimmy.

That the audited financial statements for the period ending December 31, 2014 be approved as presented.

CARRIED

Moved by Nazir Mulji, Seconded by Jeff Reynolds.

That the Audit Findings Report for the year ended December 31, 2014 be approved as presented.

CARRIED

Taylor Rolheiser, Vanessa Paulencu and Leah Logan left the meeting at 6 p.m.

5b) Fund Development 2014 Year End Report

Tina Thomas introduced Emmy Stuebing who joined EPL in November 2014 as the Associate Director - Development. Emmy Stuebing provided a brief overview of her background. Tina Thomas presented the Fund Development 2014 Year End Report and responded to questions from Trustees. It was requested that funds raised through Third Party events be captured in the Development Revenues Year-to-Year bar graph. In response to an inquiry of what assistance Trustees could provide, Tina Thomas indicated that support would be appreciated by attending and/or passing on the invitation to the Books2Eat Gala and also by supporting the Lunch and Learn Information Sessions by providing names of individuals to invite or to host one at their own personal and/or professional associations.

Miranda Jimmy inquired on the status of the fundraising goal for Milner in relation to City Council's budget motion. Tina Thomas noted that a plan is being developed by Nine Lions. As well, the membership of the Capital Cabinet is being finalized. The target is to secure one or two major gifts by the end of 2015. Miranda Jimmy requested that the Capital Campaign Plan be presented at the June Board meeting.

It was also requested that the quarterly updates on Fund Development be provided. Ellen Calabrese-Amrhein noted that the information provided is helpful when talking to people.

Tina Thomas and Emmy Stuebing left the meeting at 6:35 p.m.

- 5c) Ratification of Electronic Vote - Statement of Operations/Capital/Deferred Revenue and Accumulated Surplus and Investments as of December 31, 2014

Moved by Jeff Reynolds, Seconded by Nazir Mulji.

1. That the Statement of Operations/Capital/Deferred Revenue and Accumulated Surplus as of November 30, 2014 be received as information.
2. That the 2014 excess revenues over expenses be transferred to EPL's Accumulated Surplus as follows:
 - a. \$847,000 in commitments and centennial project funding be transferred to EPL's Accumulated Surplus under Reserves for future expenditures.
 - b. \$344,000 be transferred to unrestricted Accumulated Surplus.
3. That the recommendation for the release of previously approved restricted funds to unrestricted surplus be approved as identified in EPL's Accumulated Surplus statement.

CARRIED

- 5d) Internal Committee

Committee Chair Nazir Mulji referred to the report included in the Board package. As noted in the report the Committee reviewed three policies and recommend approval of the proposed revisions.

Moved by Nazir Mulji, Seconded by Miranda Jimmy.

That the Procurement Management Board Policy (B-2014) be approved as amended.

CARRIED

Moved by Nazir Mulji, Seconded by Sherrill Johnson.

That the Travel Board Policy (B-2027) be approved as amended.

CARRIED

Moved by Nazir Mulji, Seconded by Miranda Jimmy.

That the Collection Development Board Policy (B-2003) be approved as amended.

CARRIED

Moved by Nazir Mulji, Seconded by Jeff Reynolds.
That the January 14, 2015 Internal Committee report be received as information.

CARRIED

5e) External Committee

Committee Chair Miranda Jimmy referred to the report included in the Board package and noted that the Board is being asked to approve rescinding the Annual Report Board Policy. As noted in the report it is a legal requirement under the Alberta Libraries Act to produce an annual report so a policy stating that this needs to be done is not required.

Moved by Miranda Jimmy, Seconded by Jeff Reynolds.
That the Annual Report Board Policy (B-2016) be rescinded.

CARRIED

With respect to the Calgary Public Library (CPL) and Edmonton Public Library (EPL) Memorandum of Agreement (MOU), Ellen Calabrese-Amrhein reported that she sent the Board's revision to the CPL Board Chair Janet Hutchinson.

Moved by Miranda Jimmy, Seconded by Nazir Mulji.
That the January 15, 2015 External Committee report be received as information.

CARRIED

5f) Annual Report of Public Libraries, Alberta Municipal Affairs

Linda Cook referred to the document included in the Board package and provided an overview on the areas with notable changes.

Moved by Miranda Jimmy, Seconded by Nazir Mulji.
That the Edmonton Public Library's 2014 Annual Report submission to the Public Library Services Branch, Alberta Municipal Affairs be approved.

CARRIED

5g) Mill Woods Branch Closure

Pilar Martinez noted that the Mill Woods Branch will need to be closed to allow for the move into the new building. The proposed motion does not provide specific dates as the actual occupancy date has yet to be finalized but it is anticipated that it will be sometime between the end of April and the beginning of May.

Moved by Nazir Mulji, Seconded by Sherrill Johnson.

That the closure of the Mill Woods Branch for up to two weeks in order to move into the new building when completed be approved.

CARRIED

- 5h) Appointment of Alberta Library Trustees Association Representative and Alternate for the 2015-2016 Term

Ellen Calabrese-Amrhein noted that it is time for the Board to appoint a representative and alternate for the Alberta Library Trustees Association ALTA Board. Nazir Mulji and Sherrill Johnson indicated that they would be willing to continue on as the EPL Board's Representative and Alternate, respectively. Ellen Calabrese-Amrhein thanked them for their continued involvement on the ALTA Board.

6. CONSENT ITEMS

- 6a) Chair's Report
- 6b) CEO's Report
- 6c) Notice of Election
- 6d) Business Plan Report Card - 2014

Moved by Miranda Jimmy, Seconded by Nazir Mulji.

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

CARRIED

7. NEW INQUIRIES

There were no new inquiries.

8. ADJOURNMENT

The meeting adjourned at 6:55 p.m.