
EDMONTON PUBLIC LIBRARY BOARD

Tuesday, February 8, 2022

MS Teams Virtual Meeting

ATTENDANCE:

Board: Kenna Houncaren
Rosalie Russnak
James Crossman
Raman Deol
Tina Faiz
Janet Hancock
Sandra Marin
Aaida Peerani
Councillor Karen Principe
Chad Schulz

Staff: Pilar Martinez, Chief Executive Officer
Corrina Chetley-Irwin, Director, Human Resources
Deborah Rhodes, Executive Director, Shared Services & CFO
Tina Thomas, Executive Director, Customer Experience

Guests: Ilona Storie, Collections Librarian
Beth Kilfoy, Collections Librarian

Recording Secretary: Lisette Lalchan

1. CALL TO ORDER/CHAIR WELCOME & LAND ACKNOWLEDGEMENT

Board Chair, Kenna Houncaren, called the meeting to order at 5:01 p.m.

2. PRESENTATION

Pilar Martinez introduced guest presenters, Ilona Storie and Beth Kilfoy, EPL Collections Librarians. Beth and Ilona provided an overview of EPL collections such as databases with historical newspapers for genealogists, math help for kids, book club kits, language learning courses and more. They then responded to questions from the Board.

Beth and Ilona left the meeting at 5:31 p.m.

3. ADOPTION OF AGENDA

MOTION: That the Board accept the agenda as circulated.
Moved by Kenna Houncaren. Seconded by Tina Faiz.

CARRIED

4. DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interest identified.

5. ADOPTION OF MINUTES

MOTION: That the Board approve the December 14, 2022, meeting minutes.
Moved by Kenna Houncaren. Seconded by Rosalie Russnak.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

In response to Tina Faiz's inquiry, the Board will be discussing fundraising at EPL at the June 14, 2022, meeting. Kenna and Pilar are working on securing a third party to facilitate the generative discussion.

7. NEW BUSINESS

7a) 2022 Board Plan/Activities

Kenna provided the Board with an overview of the 2022 plan as outlined in the document provided.

MOTION: That the 2022 Board Plan of Activities be accepted.
Moved by Tina Faiz. Seconded by Aaida Peerani.

CARRIED

Janet Hancock left the meeting at 5:41 p.m.

7b) Finance & Audit Committee Report

Deb Rhodes presented the Board with an overview of the 2021 draft financial results and responded to questions.

Rosalie provided the Board with a summary of the committee's activities. She extended her appreciation to Deb and her team for the excellent work completed given the staffing changes in the Finance department.

MOTION: That the EPL Financial Results for the Period Ending December 31, 2021, be approved.
Moved by Rosalie Russnak. Seconded by Aaida Peerani.

CARRIED

MOTION: That the EPL Travel Policy, B-2027 be approved.
Moved by Rosalie Russnak. Seconded by Chad Schulz.

CARRIED

MOTION: That the February 1, 2022, Finance & Audit Committee Report be accepted as information.
Moved by Rosalie Russnak. Seconded by Kenna Houncaren.

CARRIED

Janet Hancock returned to the meeting at 5:56 p.m.

7c) Human Resources & CEO Performance Management Committee Report

Committee Chair, Sandra Marin referred to the report included in the meeting package and shared that after the review of the CEO Job Description, the CEO Evaluation Instrument was updated to ensure alignment.

MOTION: That the changes to the CEO Evaluation Instrument be approved.
Moved by Sandra Marin. Seconded by Janet Hancock.

CARRIED

MOTION: That the January 18, 2022, HR & CEO Performance Management Committee Report be accepted as information.
Moved by Sandra Marin. Seconded by Rosalie Russnak.

CARRIED

7d) Annual Report of Public Libraries for Public Libraries Services Branch, Alberta
Municipal Affairs

Tina Thomas provided the Board with an overview of the 2021 Annual Report. She noted that Public Library Services Branch collects data differently than EPL, which results in some incongruence with the Key Performance Indicators shared in the CEO Report.

MOTION: That the Annual Report of Public Libraries for Public Library Services Branch be approved.
Moved by Rosalie Russnak. Seconded by Kenna Houncaren.

CARRIED

7e) 2021 Strategic & Business Plan Report & Presentation

Pilar Martinez and Tina Thomas shared accomplishments related to EPL's strategic goals and significant projects and also commented on in progress and incomplete items. Trustees shared their admiration and appreciation to EPL management for EPL's accomplishments.

8. CONSENT ITEMS

8a) Chair's Report

8b) 2021 Year-end CEO Report, Business Plan and KPIs

- 8c) CEO Report
- 8d) Friends of EPL Report
- 8e) ALTA Report

Board Chair, Kenna Houncaren shared that she, Pilar and Raman were meeting to discuss ways to support the Friends as a follow-up to the Friends of EPL Report provided in the meeting package.

Kenna also shared her thanks to Pilar for an excellent year-end report and for her tremendous efforts and accomplishments in 2021.

MOTION: That the Board receive all consent items as information.
Moved by Kenna Houncaren. Seconded by Tina Faiz.

CARRIED

9. NEW INQUIRIES

There were no new inquiries.

10. IN CAMERA

10a) CEO Succession Plan

MOTION: That the Board move IN CAMERA.
Moved by: Aaida Peerani. Seconded by James Crossman.

CARRIED

The Board moved IN CAMERA at 6:33 p.m. Corrina Chetley-Irwin, Lisette Lalchan, Deborah Rhodes and Tina Thomas left the meeting.

MOTION: That the Board move OUT OF CAMERA.
Moved by: James Crossman. Seconded by Tina Faiz.

CARRIED

The Board moved OUT OF CAMERA at 6:45 p.m.

11. ADJOURNMENT

The meeting adjourned at 6:46 p.m.

Kenna Houncaren, Chair
Edmonton Public Library Board
March 8, 2022