
EDMONTON PUBLIC LIBRARY BOARD

Tuesday, February 21, 2024

Strathcona Library

ATTENDANCE:

Board: Kenna Houncaren
Rosalie Russnak
Mansur Bitar
Rebecca Bock-Freeman
James Crossman
Tina Faiz
Sandra Marin
Chad Schulz

Regrets: Councillor Karen Principe
Shawna Vogel

Staff: Pilar Martinez, Chief Executive Officer
Corrina Chetley-Irwin, Executive Director, Employee Experience
Sharon Day, Executive Director, Customer Experience
Cody Tomanek, Chief Financial Officer
Vicky Varga, Executive Director, Collections, Marketing and
Technology

Guest: Ben Ehlers, Community Librarian

Recording Secretary: Lisette Lalchan

1. CALL TO ORDER/CHAIR WELCOME & LAND ACKNOWLEDGEMENT

Board Chair, Kenna Houncaren, called the meeting to order at 5:30 p.m.

2. PRESENTATION

Kenna Houncaren introduced guest presenter, Ben Ehlers, Community Librarian. Ben and Sharon Day presented the board with an overview of the Together We Grow pilot program that gives parents/caregivers and their children the opportunity to join older adults to promote learning and connections.

Ben shared an overview of the pilot, learnings and next steps. He and Sharon then responded to questions from the Board. The Board shared their high regard for this program.

Ben left the meeting at 5:54 p.m.

3. ADOPTION OF AGENDA

MOTION: That the Board accept the agenda as circulated.

Moved by Rebecca Bock-Freeman. Seconded by Rosalie Rusnak.

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 12, 2023 meeting minutes.

Moved by Mansur Bitar. Seconded by James Crossman.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

There were no outstanding items identified.

7. CONSENT ITEMS

7a) Chair Report

7b) 2023 Year-end CEO Report, KPIs & Fund Development

7c) CEO Report

7d) 2023 Business Plan Report

7e) ALTA Report

Board Chair, Kenna Houncaren commended Pilar Martinez for EPL's many achievements, accomplishments and work in 2023.

Pilar provided an overview of her January/February activities outlined in her CEO Report. She and Kenna had an excellent meeting with Minister McIver regarding the request for a per capita increase. She also highlighted EPL's partnership with the Alberta Machine Intelligence Institute (amii) that will assist in the implementation of AI at EPL.

Sandra shared a brief overview of her ALTA Report as shared in the meeting package.

MOTION: That the Board receive all consent items as information.

Moved by Sandra Marin. Seconded by Rebecca Bock-Freeman.

CARRIED

8. NEW BUSINESS

8a) 2024 Board Plan/Activities

Kenna referred to the plan as provided. There were no questions from the Board.

MOTION: That the 2024 Board Plan of Activities be accepted.
Moved by James Crossman. Seconded by Tina Faiz.

CARRIED

8b) Finance & Audit Committee Report

Committee Chair, Rosalie Russnak provided a review of the Committee's activities. CFO, Cody Tomanek, then presented the Board with the year-end financial results including operating and capital results, deferred revenues and reserves and investments updates.

Cody also presented the Board with an overview of the adjustments made to the final 2024 Operating Budget.

MOTION: That the EPL financial results for the period ending December 31, 2023, be approved by the Board.
Moved by Rosalie Russnak. Seconded by Tina Faiz.

CARRIED

MOTION: That EPL's Final 2024 Operating budget be approved by the Board.
Moved by Kenna Houncaren. Seconded by Sandra Marin.

CARRIED

MOTION: That the Board accept the February 13, 2024 Finance & Audit Committee Report as information.
Moved by Mansur Bitar. Seconded by James Crossman.

CARRIED

8c) Governance & Nomination Committee Report

Sandra shared an update on the Committee's activities. She shared her appreciation to the board for their understanding regarding the cancellation of the retreat. She noted that the Board's Learning Plan does incorporate many of the suggestions brought forward in the Trustee Evaluation Instrument.

Sandra also reminded members of the upcoming election and encouraged interested members to speak to the Board Chair, Kenna.

MOTION: That the Board accept the January 23, 2024 Governance and Nomination Committee Report as information.

Moved by Sandra Marin. Seconded by Rebecca Bock-Freeman.

CARRIED

8d) HR & CEO Performance Management Committee Report

Committee Chair, Chad Schulz provided an update as shared in the meeting package. He shared the main change to the CEO Performance Management Framework and Guidelines Policy was the removal of the appendices from the policy as they were quite detailed. The appendices will still be available to Trustees.

MOTION: That the Board approve the CEO Performance Management Framework and Guidelines Policy B-2019.

Moved by James Crossman. Seconded by Kenna Houncaren.

CARRIED

MOTION: That the Board approve the CEO Evaluation Instrument.

Moved by Sandra Marin. Seconded by James Crossman.

CARRIED

MOTION: That the Board receive the January 23, 2024 HR & CEO Performance Management Committee Report as information.

Moved by Rebecca Bock-Freeman. Seconded by Mansur Bitar.

CARRIED

8e) Annual Report of Public Libraries for Public Libraries Services Branch, Alberta Municipal Affairs

Vicky Varga provided the board with a review of key metrics and changes in the report. For example, the increase in operational hours was due to the expansion of Sunday hours. She then responded to questions from the Board.

MOTION: That the Annual Report of Public Libraries for Public Library Services Branch be approved.

Moved by Chad Schulz. Seconded by Rebecca Bock-Freeman.

CARRIED

8f) 2019 – 2023 Strategic & Business Plan Report & Presentation

Pilar provided a summary of the milestones reached in pursuit of the 2019-2023 strategic goals, highlighting notable operational activities. Despite challenges posed by the pandemic, EPL successfully accomplished its objectives over the last five years. Trustees expressed acknowledgment and gratitude to the EPL management for their outstanding efforts and achievements.

9. NEW INQUIRIES

There were no new inquiries.

10. IN CAMERA

MOTION: That the Board move IN CAMERA.

Moved by: James Crossman. Seconded by Rebecca Bock-Freeman.

CARRIED

The Board moved IN CAMERA at 7:01 p.m.

10a) Bargaining Update

Corrina Chetley-Irwin, Sharon Day, Cody Tomanek and Vicky Varga left the meeting.

10b) CEO Succession Plan

MOTION: That the Board move OUT OF CAMERA.

Moved by: Kenna Houncaren. Seconded by Chad Schulz.

CARRIED

The Board moved OUT OF CAMERA at 7:41 p.m.

11. ADJOURNMENT

The meeting adjourned at 7:43 p.m.