EDMONTON PUBLIC LIBRARY BOARD
Monday, September 24, 2018 5:30 p.m.
Aspen Conference Centre

ATTENDANCE:

Board: Dr. Brian Heidecker
Mr. Nazir Mulji
Mr. Jay Ball
Councillor Ben Henderson
Mrs. Kenna Houncaren
Ms. Jennifer Huntley
Mrs. Zainul Mawji
Ms. Aaida Peerani
Ms. Jill Scheyk
Dr. Fern Snart

Staff: Ms. Pilar Martinez, Chief Executive Officer
Mr. Gastone Monai, Chief Financial Officer
Ms. Tina Thomas, Executive Director, Strategy and Innovation
Ms. Allison Prill, Director, Human Resources
Ms. Donna Gallant, Manager, Finance and Accounting

Recording Secretary: Ms. Lisette Lalchan

1. CALL TO ORDER

Chair, Brian Heidecker, called the meeting to order at 5:32 p.m. Pilar Martinez welcomed and introduced new Executive Team Member, Allison Prill, Director, Human Resources.

2. ADOPTION OF AGENDA

MOTION: That the agenda be approved as circulated.
Moved by Jill Scheyk. Seconded by Kenna Houncaren.

CARRIED
3. DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interest identified regarding agenda items.

4. ADOPTION OF MINUTES

**MOTION:** That the Board approve the June 5, 2018 meeting minutes. Moved by Fern Snart. Seconded by Jay Ball. **CARRIED**

5. BUSINESS ARISING FROM THE MINUTES

There were no outstanding items identified.

6. NEW BUSINESS

6a) Finance and Audit Committee Meeting Report

Gastone Monai introduced Donna Gallant, Manager, Finance and Accounting. Committee Chair, Nazir Mulji, provided the Board with an overview of the meeting that was held on September 17, 2018.

**MOTION:** That the Board approve the Financial Results ending June 30, 2018. Moved by Nazir Mulji. Seconded by Jennifer Huntley. **CARRIED**

**MOTION:** That the Board approve the Procurement Management Policy. Moved by Nazir Mulji. Seconded by Fern Snart. **CARRIED**

**MOTION:** That the Board receive the September 17, 2018 Finance and Audit Committee Report as information. Moved by Nazir Mulji. Seconded by Fern Snart. **CARRIED**

6b) Proposed 2019-22 EPL Capital and Operating Budget

Gastone Monai provided an overview of the 2019 – 2022 EPL Capital and Operating Budgets. He highlighted key elements included in the budget overview document such as EPL’s key positioning on growth and new services, budget recommendations, achieving funding targets set by the City, and the challenges of balancing a budget with no increases. A brief discussion followed and Gastone answered questions from the Board.

**MOTION:** That the EPL 2019-22 Proposed Capital and Operating Budget be approved. Moved by Nazir Mulji. Seconded by Jill Scheyk. **CARRIED**
6c) Mid-year Fund Development Report  
Tina Thomas provided the Board with an update on Fund Development activities to date.

6d) Mid-year Business Plan Report  
Tina Thomas provided an overview of EPL’s 2017-2018 Business Plan Report Card, and responded to questions from the Board. It was noted by trustees that no items in the report were “red”, i.e. incomplete. Pilar Martinez responded that this was a valid point, and that there are items that have not be completed by choice, and the Board can expect to see some “red” items when Executive reports on the 2014-2018 Strategic Plan.

**MOTION:** That the Board receive the May 2, 2018 F&A Committee Report as information.  
Moved by Nazir Mulji. Seconded by Jennifer Huntley.  
CARRIED

6e) Mid-year Key Performance Indicators  
Tina Thomas presented the Board with an update on EPL’s mid-year KPIs. She noted that EPL is in the process of re-thinking EPL’s approach on metrics.

6f) Employee Demographics  
Allison Prill presented EPL’s 2017 Employee Demographics.

**MOTION:** That the Board receive the Employee Demographics report as information.  
Moved by Kenna Houncaren. Seconded by Jay Ball.  
CARRIED

7. **CONSENT ITEMS**
   7a) Chair’s Report  
   7b) CEO’s Report  
   7c) Trustee Evaluation – Governance and Nomination Committee

**MOTION:** That all consent items be received as information.  
Moved by Jennifer Huntley. Seconded by Zainul Mawji.  
CARRIED

8. **NEW INQUIRIES**

There were no items identified.

9. **ADJOURNMENT**

The meeting adjourned at 6:35 p.m.