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**EDMONTON PUBLIC LIBRARY BOARD**

Tuesday, December 8, 2020

MS Teams Virtual Meeting

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**ATTENDANCE:**

**Board:** Dr. Fern Snart  
Kenna Houncaren  
James Crossman  
Tina Faiz  
Janet Hancock  
Councillor Andrew Knack  
Sandra Marin  
Aaida Peerani  
Rosalie Russnak  
Chad Schulz

**Staff:** Pilar Martinez, Chief Executive Officer  
Mike Lewis, Director, Human Resources  
Deborah Rhodes, Executive Director, Shared Services & CFO  
Tina Thomas, Executive Director, Customer Experience  
Sharon Day, Director, Branch Services & Collections  
Mihaela Voicu, Manager, Planning, Assessment & Research

**Recording Secretary:** Lisette Lalchan

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**1. CALL TO ORDER**

Board Chair, Dr. Fern Snart, called the meeting to order at 5:13 p.m. She passed the Chair over to Vice Chair, momentarily.

**2. ADOPTION OF AGENDA**

**MOTION:** That the Board adopt the agenda as circulated.  
Moved by James Crossman. Seconded by Tina Faiz.

**CARRIED**

**3. DECLARATION OF CONFLICT OF INTEREST**

No conflicts of interest were identified.

**4. ADOPTION OF MINUTES**

**MOTION:** That the Board approve the November 10, 2020 meeting minutes.  
Moved by Sandra Marin. Seconded by Rosalie Rusznak.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES**

There were no outstanding items identified.

**6. NEW BUSINESS**

6a) CULC Data Comparison Presentation and Discussion

*Dr. Fern Snart re-joined the meeting and resumed the chair at 5:26 p.m.*

Pilar provided the Board with background on the Canadian Urban Libraries Council (CULC/CBUC) including their mission, membership and the organization's history. She introduced Sharon Day and Mihaela Voicu, who then presented the Board with a statistical analysis of metrics from across Canada.

*Councillor Andrew Knack joined the meeting at 5:38 p.m.*

Pilar committed to sharing the presentation with trustees for their opportunity to review more closely. Members of the Board expressed their gratitude for the presentation.

6b) HR & CEO Performance Management Committee Meeting Report

Sandra provided the Board with an overview of the committee's November meeting activities. The new Healthy, Safe & Respectful Workplace Policy B-2033 was introduced. There was a typo in the purpose section of the policy and the Board suggested edits to clarify. So the Board moved to accept the 'amended' policy.

**MOTION:** That the Board approve the new amended Healthy, Safe & Respectful Workplace Policy B-2033.

Moved by Sandra Marin. Seconded by James Crossman.

**CARRIED**

**MOTION:** That the Board rescind the Occupational Health and Safety Policy B-2007 and the Workplace Violence Policy B-2008.

Moved by Sandra Marin. Seconded by Kenna Houncaren.

**CARRIED**

**MOTION:** That the Board receive the November 17, 2020 HR & CEO Performance Management Committee Report as information.

Moved by Sandra Marin. Seconded by Aaida Peerani.

**CARRIED**

6c) Governance & Nomination Committee Meeting Report

James provided the Board with the committee's activities as shared in the meeting package.

Sandra Marin suggested splitting the annual Trustee Self Evaluation survey into 2 parts, with the Skills Matrix to be completed in September to inform the recruitment profile and the Self-Assessment and Feedback completed in the spring. It was agreed to change the process and timing as suggested.

**MOTION:** That the Board approve the Trustee Handbook.  
Moved by James Crossman. Seconded by Kenna Houncaren.

**CARRIED**

**MOTION:** That the Board receive the 2020 Trustee Survey Summary as information.  
Moved by Sandra Marin. Seconded by Chad Schulz.

**CARRIED**

**MOTION:** That the Board receive the November 24, 2020, Governance and Nomination Committee Report as information.  
Moved by Sandra Marin. Seconded by Councillor Andrew Knack.

**CARRIED**

**7. CONSENT ITEMS**

- 7a) ALTA Report
- 7b) Friends of EPL Report
- 7c) Chair's Report

**MOTION:** That all consent items be received as information.  
Moved by Sandra Marin. Seconded by Kenna Houncaren.

**CARRIED**

**8. NEW INQUIRIES**

There were no new inquiries.

**9. ADJOURNMENT**

The meeting adjourned at 6:23 p.m.