
EDMONTON PUBLIC LIBRARY BOARD

Tuesday, February 9, 2021

MS Teams Virtual Meeting

ATTENDANCE:

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

Guest: Shauna Young, ibis communications

Staff: Pilar Martinez, Chief Executive Officer
Jennifer Cannon, Director, Financial Services
Mike Lewis, Director, Human Resources
Deborah Rhodes, Executive Director, Shared Services & CFO
Tina Thomas, Executive Director, Customer Experience

Recording Secretary: Lisette Lalchan

1. CALL TO ORDER

Board Chair, Dr. Fern Snart, called the meeting to order at 5:03 p.m.

2. ADOPTION OF AGENDA

MOTION: That the Board adopt the agenda as circulated.
Moved by Tina Faiz. Seconded by Andrew Knack.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest were identified.

4. ADOPTION OF MINUTES

MOTION: That the Board approve the December 8, 2020 meeting minutes.
Moved by Kenna Houncaren. Seconded by Rosalie Russnak.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There were no outstanding items identified.

6. NEW BUSINESS

6a) Facilitated Discussion - Ground Rules and Decision Making at Board Meetings –
Shauna Young – ibis communications

Trustee James Crossman joined the meeting at 5:14 p.m.

Dr. Snart and Ms. Martinez welcomed Shauna to the meeting and provided context for the discussion. Trustees and staff introduced themselves. Shauna led a discussion around guidelines and ground rules for meetings, a decision-making model and a strategy for conflict resolution. Trustee, Sandra Marin, volunteered to develop guidelines for conflict resolution at the next HR & CEO Performance Management Committee.

Shauna Young left the meeting at 6:16 p.m.

6b) 2021 Board Plan/Activities

Pilar shared the 2021 plan of activities with the Board. Members of the Board expressed their gratitude for the document as shared.

MOTION: That the Board accept the 2021 Board Plan of Activities.
Moved by Andrew Knack. Seconded by Tina Faiz.

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) Finance & Audit Committee Meeting Report

Committee Chair, Kenna Houncaren provided the Board with a brief update on the committee's activities. Jennifer Cannon then provided the Board with an overview of the EPL Financial Results.

MOTION: That the EPL Financial Results for the Period Ending December 31, 2020, including carryforward recommendations, be approved.

Moved by James Crossman. Seconded by Rosalie Russnak.

CARRIED

MOTION: That the Board receive the February 2, 2021, Finance & Audit Committee Report as information.

Moved by Sandra Marin. Seconded by Chad Schulz.

CARRIED

6d) Human Resources & CEO Performance Management Committee Report

Committee Chair, Sandra Marin provided an update as shared in the meeting package. Sandra also thanked the Board on behalf of the Alberta Library Trustees Association for renewing their membership.

MOTION: That the CEO Compensation Survey be deferred to 2022.

Moved by Sandra Marin. Seconded by Rosalie Russnak.

CARRIED

MOTION: That the Board receive the January 19, 2021, HR & CEO Performance Management Committee Report as information.

Moved by Sandra Marin. Seconded by Aaida Peerani.

CARRIED

6e) Annual Report of Public Libraries for Public Libraries Services Branch, Alberta Municipal Affairs

Tina Thomas presented the Board with the 2020 report as shared. She highlighted where metrics had significantly changed due to the COVID-19 pandemic.

MOTION: That the Annual Report for 2020 be approved.

Moved by Sandra Marin. Seconded by Kenna Houncaren.

CARRIED

6f) Fund Development 2020 Year-End Report

Tina Thomas presented the year-end results to the Board. She shared outcomes from the Milner Capital Campaign, Annual Giving, Events and Major Giving. The Board was very pleased with the success of the campaign given the challenges of 2020.

6g) 2019-2021 Business Plan Report

Tina Thomas reviewed the 2019-2021 Business Plan Report Card and responded to questions from the Board.

6h) Year in Review Video

Pilar Martinez shared EPL's Year in Review video. Positive comments were received from Trustees about the achievements in 2020 and quality of the video.

7. CONSENT ITEMS

7a) Chair's Report

7b) 2020 Year-end CEO Report and KPIs

7c) ALTA Report

MOTION: That all consent items be received as information.
Moved by Sandra Marin. Seconded by James Crossman.

CARRIED

8. NEW INQUIRIES

There were no new inquiries.

9. IN CAMERA

MOTION: That the Board move the meeting *IN CAMERA*.

Moved by Kenna Houncaren. Seconded by Aaida Peerani.

CARRIED

The Board moved in camera at 7:17 p.m.

9a) CEO Succession Plan

MOTION: That the Board move the meeting *OUT OF CAMERA*.
Moved by Sandra Marin Seconded by Kenna Houncaren.

CARRIED

The Board moved out of camera at 7:42 p.m.

10. ADJOURNMENT

The meeting adjourned at 7:44 p.m.