
EDMONTON PUBLIC LIBRARY BOARD

Tuesday, March 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

Guests: John Stelter and Tasha Olivieri, KPMG

Staff: Pilar Martinez, Chief Executive Officer
Jennifer Cannon, Director, Financial Services
Sharon Day, Director, Branch Services & Collections
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 5:04 p.m.

2. ADOPTION OF AGENDA

MOTION: That the Board adopt the agenda as circulated.
Moved by James Crossman. Seconded by Kenna Houncaren.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest were identified.

4. ADOPTION OF MINUTES

MOTION: That the Board approve the February 9, 2021 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) Governance & Nomination Committee Meeting Report

Committee Chair, James Crossman provided the board with an overview of the committee's activities. He provided an update on the review of the Code of Conduct Policy and noted that the committee was very pleased with the revisions provided by EPL administration.

MOTION: That the Board approve the Code of Conduct Policy B-2004.
Moved by James Crossman. Seconded by Janet Hancock.

CARRIED

MOTION: That the Board approve the Meetings in the Absence of the Public Policy B-2025.

Moved by James Crossman. Seconded by Sandra Marin.

CARRIED

MOTION: That the Board receive the February 23, 2021 Governance & Nomination Committee Report as information.

Moved by James Crossman. Seconded by Rosalie Rusznak.

CARRIED

6b) Human Resources & CEO Performance Management Committee Report

Committee Chair, Sandra Marin introduced the commitment charter as provided in the package. The board discussed the document and their vision for it. Sections of the draft will be added to the Trustee Handbook and reviewed by the Governance & Nomination Committee.

MOTION: That the Board approve the Board Member Commitment Charter.
Moved by Sandra Marin. Seconded by Kenna Houncaren.

CARRIED

MOTION: That the Board receive the February 16, 2021 HR & CEO Performance Management Committee Report as information.

Moved by Sandra Marin. Seconded by Rosalie Russnak.

CARRIED

Jennifer Cannon, John Stelter and Tasha Olivieri joined the meeting at 5:50 p.m.

6c) Finance & Audit Committee Meeting Report

Deb Rhodes provided the Board with a brief introduction on the audit and financial statements. John Stelter, KPMG, shared there were no substantive adjustments made this year. Jennifer Cannon then provided the Board with an overview of the EPL Financial Results.

MOTION: That the Edmonton Public Library Board Audit Findings Report for the year ending December 31, 2020 be received as information.

Moved by Tina Faiz. Seconded by James Crossman.

CARRIED

MOTION: That the audited Financial Statements for the period ending December 31, 2020 be approved.

Moved by Rosalie Russnak. Seconded by Chad Schulz.

CARRIED

MOTION: That the Board receive the March 1, 2021 Finance & Audit Committee Report as information.

Moved by James Crossman. Seconded by Aaida Peerani.

CARRIED

Jennifer Cannon, Tasha Olivieri and John Stelter left the meeting at 6:09 p.m.

7. CONSENT ITEMS

7a) CEO Report

MOTION: That all consent items be received as information.

Moved by Sandra Marin. Seconded by Andrew Knack.

CARRIED

8. NEW INQUIRIES

There were no new inquiries.

Sharon Day joined the meeting at 6:12 p.m.

9. IN CAMERA

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

Moved by Janet Hancock. Seconded by Rosalie Russnak.

CARRIED

The Board moved in camera at 6:14 p.m.

9a) Incidents Report (S. Day)

Sharon Day, Lisette Lalchan, Mike Lewis, Pilar Martinez, Deb Rhodes and Tina Thomas left the meeting at 6:49 p.m.

9b) CEO 2020 Performance Evaluation

9b) CEO 2021 Goals

MOTION: That the Board move the meeting *OUT OF CAMERA*.

Moved by Sandra Marin Seconded by Tina Faiz.

CARRIED

The Board moved out of camera at 7:33 p.m.

10. ADJOURNMENT

The meeting adjourned at 7:35 p.m.