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**EDMONTON PUBLIC LIBRARY BOARD**

Tuesday, September 14, 2021

MS Teams Virtual Meeting

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**ATTENDANCE:**

**Board:** Kenna Houncaren  
Rosalie Russnak  
James Crossman  
Raman Deol  
Tina Faiz  
Janet Hancock  
Councillor Andrew Knack  
Sandra Marin  
Chad Schulz

**Regrets:** Aaida Peerani

**Staff:** Pilar Martinez, Chief Executive Officer  
Corrina Chetley-Irwin, Director, Human Resources  
Deborah Rhodes, Executive Director, Shared Services & CFO  
Tina Thomas, Executive Director, Customer Experience

**Guests:** Dr. Diana Davidson, Director, Public Library Services Branch  
Colette Poitras, Manager, Indigenous Public Library Outreach, Public Library Services Branch

**Recording Secretary:** Lisette Lalchan

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**1. CALL TO ORDER/CHAIR WELCOME & LAND ACKNOWLEDGEMENT**

Board Chair, Kenna Houncaren, called the meeting to order at 5:01 p.m. Kenna opened the meeting by sharing a model, HOFI (Hindsight, Oversight, Foresight, and Insight) that can value to organizations, with a focus on the latter 2. She encouraged Board members to share any questions in advance of meetings to prepare management and to enable meetings to run efficiently.

**2. PRESENTATION - Nôhkom Jo-Ann Saddleback - deferred**

Kenna noted Elder Jo-Ann has requested she have the opportunity to present in person so she will join the Board at a future date when it is safe to do so.

**3. ADOPTION OF AGENDA**

**MOTION:** That the Board accept the agenda as circulated with the addition of “COVID-19 Update” from Pilar after the 2022 budget item under IN CAMERA.  
Moved by Kenna Houncaren. Seconded by Rosalie Russnak.

**CARRIED**

**4. DECLARATION OF CONFLICT OF INTEREST**

There were no conflicts of interest identified.

**5. ADOPTION OF MINUTES**

**MOTION:** That the Board approve the June 8, 2021 and July 13, 2021 meeting minutes.  
Moved by James Crossman. Seconded by Janet Hancock.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

There were no outstanding items identified.

**7. NEW BUSINESS**

7a) Engagement – Libraries Act Legislation and Red Tape Reduction

Kenna welcomed guests Diana Davidson and Colette Poitras.

Diana began by expressing her gratitude to the EPL Board and staff for being such good partners and providing Edmontonians with such excellent customer service over the course of the pandemic. Ms. Poitras echoed this sentiment.

Diana began by sharing the context of the Red Tape Reduction mandate and strategy as well as the Public Library Services Branch’s role in administering the Libraries Act and Regulations. She shared that the last significant review of the Act and Regulations took place in 2006 and this latest review began in the fall of 2019. Library Board members and library staff were invited to four virtual engagement sessions over the course of September and invited to participate in an online survey. Changes to the Act and Regulations will go forward in the spring of 2022.

*Diana Davidson and Colette left the meeting at 5:32 pm.*

7b) Employee Demographics

Corrina Chetley-Irwin presented the Board with EPL’s current Employee Demographics. Corrina and Pilar responded to questions from the Board.

*Tina Faiz joined the meeting at 5:36 pm.*

7c) Strategic & Business Plan Report Presentation

Pilar Martinez and Tina Thomas presented the Board with an update on the 2019-23 Strategic Plan. They shared accomplishments regarding goals, significant projects and commented on unfinished actions. They then responded to questions from the Board. The Board commended EPL management on making such excellent progress, especially given the pandemic.

7d) Finance & Audit Committee Report – Q2 Financial Results

Deb Rhodes presented the Board with an overview of the Q2 2021 financial information provided in the meeting package.

**MOTION:** That the Financial Results for the period ending June 30, 2021 be received as information.

Moved by Rosalie Russnak. Seconded by James Crossman.

**CARRIED**

**MOTION:** That the Board receive the September 7, 2021 Finance and Audit Committee Meeting Report as information.

**Moved by:** Raman Deol. Seconded by Chad Schulz.

**CARRIED**

**8. CONSENT ITEMS**

8a) Chair's Report

8b) CEO's Report and KPIs

8c) Mid-year Business Plan Report

8d) ALTA EPL Report

**MOTION:** That all consent items be received as information.

Moved by Sandra Marin. Seconded by Rosalie Russnak.

**CARRIED**

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

Moved by Raman Deol. Seconded by James Crossman.

**CARRIED**

*The meeting moved in camera at 6:20 pm.*

*Councillor Andrew Knack joined the meeting at 6:22 pm.*

9a) 2022 Proposed Operating Budget & Capital Update

9b) COVID-19 Update

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

Moved by Sandra Marin. Seconded by Tina Faiz.

**CARRIED**

*The meeting moved out of camera at 6:59 pm.*

**MOTION:** That the changes included in the Proposed 2022 EPL Operating Budget Report be approved by the Board.

Moved by Chad Schulz. Seconded by Janet Hancock.

**CARRIED**

## **10. NEW INQUIRIES**

There were no new inquiries.

## **11. ADJOURNMENT**

The meeting adjourned at 7:02 pm.