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**EDMONTON PUBLIC LIBRARY BOARD**

Tuesday, November 9, 2021

Stanley A. Milner Library, Learning Loft 3

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**ATTENDANCE:**

**Board:** Kenna Houncaren  
Rosalie Russnak  
James Crossman  
Tina Faiz  
Sandra Marin  
Aaida Peerani  
Chad Schulz

**Regrets:** Raman Deol  
Janet Hancock  
Councillor Andrew Knack

**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:** Keith Bowen, Manager, Planning, Assessment and Research  
Angela Lieu, Analyst, Planning, Assessment and Research  
Steve Till-Rogers, Director, Technology Services

**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 5:34 p.m.

**2. PRESENTATION**

Kenna welcomed guests Keith Bowen and Angela Lieu. Keith and Angela presented the Board with an introduction to Environics and how EPL uses analytics to better understand communities and demographics served, as well as how data is used to support decision making for special initiatives and capital planning. The presentation was well received by the Board.

*Keith Bowen and Angela Lieu left the meeting at 6:15 p.m.*

**3. ADOPTION OF AGENDA**

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

**CARRIED**

**4. DECLARATION OF CONFLICT OF INTEREST**

There were no conflicts of interest identified.

**5. ADOPTION OF MINUTES**

**MOTION:** That the Board approve the September 14, 2021 meeting minutes.  
Moved by Rosalie Russnak. Seconded by Chad Schulz.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

There were no outstanding items identified.

**7. NEW BUSINESS**

7a) Finance and Audit Committee Meeting

Committee Chair, Rosalie Russnak provided the Board with an overview of committee activities as outlined in the package provided.

Guest, Steve Till-Rogers presented the Board with an outline of EPL's approach to Cyber Security. He covered EPL's core strategies for security, current practices and future plans.

*Steve Till-Rogers left the meeting at 6:32 p.m.*

Deb Rhodes presented the Enterprise Risk Management Report and Q3 Financial Results. She and Pilar Martinez responded to questions.

**MOTION:** That the Board accept the 2021 Enterprise Risk Management Report as information.  
Moved by Rosalie Russnak. Seconded by Chad Schulz.

**CARRIED**

**MOTION:** That the Board receive the Financial Results for the period ending September 30, 2021 as information.  
Moved by Rosalie Russnak. Seconded by Sandra Marin.

**CARRIED**

**MOTION:** That the Board receive the November 2, 2021 Finance and Audit Committee Meeting Report as information.

Moved by Rosalie Russnak. Seconded by James Crossman.

**CARRIED**

7b) Governance and Nomination Committee Meeting

Pilar provided an update on the Public Library Service Branch's engagement on the Red-Tape Reduction & Libraries Act and Regulations. Overall, the proposed changes are not expected to impact EPL negatively and EPL is surpassing requirements in all other areas.

Committee Chair, James Crossman then provided the Board with an overview of the changes to the Privacy and Confidentiality of Personal Information Policy and the committee's discussion.

**MOTION:** That the Board approve the Privacy and Confidentiality of Personal Information Policy B-2005.

Moved by James Crossman. Seconded by Rosalie Russnak.

**CARRIED**

**MOTION:** That the Board receive the October 27, 2021 Governance & Nomination Committee Report as information.

Moved by James Crossman. Seconded by Kenna Houncaren.

**CARRIED**

**8. CONSENT ITEMS**

8a) CEO Report and KPIs

8b) Chair's Report

8c) ALTA Report

8d) Friends of EPL Report

Pilar Martinez responded to questions on her CEO Report.

**MOTION:** That the Board receive all consent items as information.

Moved by Sandra Marin. Seconded by James Crossman.

**CARRIED**

**9. NEW INQUIRIES**

There were no new inquiries.

**10. ADJOURNMENT**

The meeting adjourned at 7:12 pm.