
EDMONTON PUBLIC LIBRARY BOARD

Thursday, February 23, 2023

Trustees Boardroom

ATTENDANCE:

Board: Kenna Houncaren
Rosalie Russnak
Janet Hancock
Sandra Marin
Aaida Peerani
Councillor Karen Principe
Chad Schulz

Regrets: Raman Deol
Tina Faiz
James Crossman

Staff: Pilar Martinez, Chief Executive Officer
Sharon Day, Executive Director, Customer Experience
Gastone Monai, CFO
Cody Tomanek, CFO
Tania Way, Executive Director, Service Design

Guest: Vicky Varga, Director, Branch Services and Collections

Recording Secretary: Lisette Lalchan

1. CALL TO ORDER/CHAIR WELCOME & LAND ACKNOWLEDGEMENT

Board Chair, Kenna Houncaren, called the meeting to order at 5:16 p.m.

2. PRESENTATION

Kenna Houncaren introduced guest presenter, Vicky Varga, Director, Branch Services and Collections. Vicky provided an overview of the Satisfaction Survey EPL conducted in 2022 of just over one thousand respondents that included both customers and non-customers. She shared the process EPL undertook, the results and next steps. She then responded to questions from the Board. The Board shared their admiration to EPL for such positive survey results.

Vicky left the meeting at 5:36 p.m.

3. ADOPTION OF AGENDA

MOTION: That the Board accept the agenda as circulated.
Moved by Chad Schulz. Seconded by Aaida Peerani.

CARRIED

4. DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interest identified.

5. ADOPTION OF MINUTES

MOTION: That the Board approve the December 13, 2022 meeting minutes.
Moved by Kenna Houncaren. Seconded by Janet Hancock.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

There were no outstanding items identified.

7. CONSENT ITEMS

- 7a) Chair's Report
- 7b) 2022 Year-end CEO Report, Business Plan Report and KPIs
- 7c) CEO Report
- 7d) Friends of EPL Report
- 7e) ALTA Report

Board Chair, Kenna Houncaren commended Pilar Martinez for her many achievements, efforts and accomplishments in 2022.

Pilar provided an overview of the January/February 2023 activities in her CEO Report. She noted that the Business Plan would be ready to be shared in March rather than in May.

The Board mentioned the challenges EPL was facing with safety and security – an issue that many other urban libraries are facing. Pilar shared that significant headway has been made with EPS and that officers are now regularly patrolling Milner which is a tremendous support.

MOTION: That the Board receive all consent items as information.
Moved by Sandra Marin. Seconded by Chad Schulz.

CARRIED

8. NEW BUSINESS

- 8a) EPL Mandate – Board Endorsement

Pilar presented the Board with the proposed Mandate Statement. The question of a mandate statement was raised during the strategic planning process to ensure there was alignment at the staff, executive and board level on where EPL focuses their resources. Trustees expressed their gratitude for the work and shared suggested edits and ideas for communications to staff, ensuring the focus was on the positive and “what EPL does” rather than “what EPL doesn’t do”. Sandra expressed her gratitude to Pilar for including Intellectual Freedom as a foundational value in the statement.

MOTION: That the board endorse the EPL Mandate.
Moved by Kenna Houncaren. Seconded by Sandra Marin.

CARRIED

8b) 2023 Board Plan/Activities

Councillor Principe joined the meeting at 6:02 p.m.

Kenna provided the Board with an overview of the 2023 plan as outlined in the document provided. She encouraged Trustees to share their ideas for generative discussions and learning in the upcoming Trustee Evaluation Survey.

MOTION: That the 2023 Board Plan of Activities be accepted.
Moved by Rosalie Russnak. Seconded by Sandra Marin.

CARRIED

8c) Finance & Audit Committee Report

Committee Chair, Rosalie Russnak provided a review of the committees activities. She then passed the floor over to CFO, Cody Tomanek who presented the Board with the year-end financial results. Cody shared operating and capital results, deferred revenues and an update on reserves and investments. Councillor Principe shared her kudos to EPL for being such good partners to The City of Edmonton by continuously looking for service improvements and efficiencies.

MOTION: That the EPL financial results for the period ending December 31, 2022, be approved by the Board.
Moved by Rosalie Russnak. Seconded by Aaida Peerani.

CARRIED

MOTION: That a transfer to restricted reserves in the amount of \$465,797 from net fundraising and donation revenue and the allocation of these funds to the Ready. Set. READ! program, be approved.
Moved by Sandra Marin. Seconded by Janet Hancock.

CARRIED

MOTION: That a transfer in the amount of \$96,204 from restricted reserves to the Financial Stabilization Reserve to achieve the target balance of 8.3% of operating expenses, be approved.
Moved by Chad Schulz. Seconded by Rosalie Russnak.

CARRIED

Gastone Monai presented the Board with an overview of the approved 2023-2026 Operating and Capital Budgets. He shared key changes and areas of focus moving forward.

MOTION: That the EPL 2023-2026 Operating and Capital budgets be approved.

Move by Rosalie Russnak. Seconded by Kenna Houncaren.

CARRIED

The Board discussed the three fund development policies scheduled for review. Rosalie shared the context for the review which included the recommendations from the Board's June generative discussion. She shared feedback provided by James Crossman and Tina Faiz who were unable to attend the meeting. She then gave the floor to Pilar and Tania who shared the rationale for the key changes to the policies.

Rosalie provided an overview of information provided by EPL staff on the history of fundraising, highlighting that the majority of donations made to the Library over the last two decades were of low dollar value and that EPL is an important community cause that many people want to support.

The Board discussed the suggestions brought forward via email by James Crossman and Tina Faiz.

James suggested adding an overarching statement on the reason EPL fundraises in the policy statement in the Ethical Fundraising & Financial Accountability Code. The Executive Team made suggested edits and the Board agreed with the addition.

Tina Faiz emailed Trustees with several suggestions and concerns on the proposed policies. The Board discussed the suggestion that EPL should discontinue fundraising and strive to be "fully publicly funded".

Rosalie brought forward Tina's suggested amendment which was to remove fundraising for capital projects, which the Board did not support.

MOTION: That the Corporate Sponsorship Policy B-2022 be approved.
Moved by Rosalie Russnak. Seconded by Chad Schulz.

CARRIED

MOTION: That the Ethical Fundraising & Financial Accountability Code Policy B-2015 be approved as edited.

Moved by Rosalie Russnak. Seconded by Chad Schulz.

CARRIED

MOTION: That the Gift Acceptance Policy B-2013 be approved as edited.

Moved by Councillor Principe. Seconded by Sandra Marin.

CARRIED

MOTION: That the Board accept the February 14, 2023 Finance & Audit Committee Report as information.

Moved by Chad Schulz. Seconded by Rosalie Russnak.

CARRIED

Janet Hancock left the meeting at 7:19 p.m. before the votes s for the policy motions ~~was~~ were taken.

There was a question from Executive regarding the stability and ability to move forward with fundraising. Kenna Houncaren shared the board fully supported and approved the policies and therefore the matter would be considered closed. She noted that she would share an overview of the Board's discussion and decision with trustees who were unable to attend.

8d) Governance & Nomination Committee Report

Kenna Houncaren provided the board a review of the committee's activities in Committee Chair James Crossman's absence. There were no questions from the board.

MOTION: That the Board approve the Trustee Evaluation.

Moved by Kenna Houncaren. Seconded by Sandra Marin.

CARRIED

MOTION: That the Board accept the January 24, 2023 Governance and Nomination Committee Report as information.

Moved by Kenna Houncaren. Seconded by Councillor Principe.

CARRIED

8e) Annual Report of Public Libraries for Public Libraries Services Branch, Alberta Municipal Affairs

Tania Way introduced the 2022 Annual Report, noting that several definitions were changed and there were no surprises with the metrics. The timing for these changes is good as EPL establishes its performance management framework. There were no questions from trustees.

MOTION: That the Annual Report of Public Libraries for Public Library Services Branch be approved.

Moved by Kenna Houncaren. Seconded by Rosalie Russnak.

CARRIED

8f) 2022 Strategic & Business Plan Report & Presentation

Pilar Martinez shared an overview of progress towards EPL's strategic goals. Trustees shared their recognition and appreciation to EPL management for EPL's tremendous efforts.

9. NEW INQUIRIES

There were no new inquiries.

10. IN CAMERA

10a) CEO Succession Plan

Sharon Day, Gastone Monai, Cody Tomanek and Tania Way left the meeting.

MOTION: That the Board move IN CAMERA.

Moved by: Councillor Principe. Seconded by Chad Schulz.

CARRIED

The Board moved IN CAMERA at 7:41 p.m.

MOTION: That the Board move OUT OF CAMERA.

Moved by: Kenna Houncaren. Seconded by Chad Schulz.

CARRIED

The Board moved OUT OF CAMERA at 7:55 p.m.

11. ADJOURNMENT

The meeting adjourned at 7:56 p.m.