
EDMONTON PUBLIC LIBRARY BOARD

Tuesday, March 21, 2023

Highlands Library

ATTENDANCE:

Board: Kenna Houncaren
Rosalie Russnak
James Crossman
Raman Deol
Janet Hancock
Sandra Marin
Councillor Karen Principe
Chad Schulz

Regrets: Tina Faiz
Aida Peerani

Staff: Pilar Martinez, Chief Executive Officer
Anna Alfonso, Director, Marketing, Communications and Fund
Development
Corrina Chetley-Irwin, Executive Director, Employee Experience
Sharon Day, Executive Director, Customer Experience
Cody Tomanek, Chief Financial Officer
Tania Way, Executive Director, Service Design

Guests: Robin Eason, KPMG
Brandon Cimino, KPMG

Recording Secretary: Lisette Lalchan

1. CALL TO ORDER/CHAIR WELCOME & LAND ACKNOWLEDGEMENT

Board Chair, Kenna Houncaren, called the meeting to order at 5:35 p.m. with a Land Acknowledgement. She encouraged members to complete the 2022 Trustee Self Evaluation Survey by March 31, 2023. Kenna also took a moment to recognize outgoing Trustees, Aida Peerani and Raman Deol for their contributions to the Board over the course of their tenure.

2. **ADOPTION OF AGENDA**

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

CARRIED

3. **DECLARATION OF CONFLICT OF INTEREST**

There were no conflicts of interest identified.

4. **ADOPTION OF MINUTES**

MOTION: That the Board approve the February 23, 2023 meeting minutes.
Moved by Kenna Houncaren. Seconded by Chad Schulz

CARRIED

5. **BUSINESS ARISING FROM THE MINUTES**

There were no outstanding items identified.

6. **CONSENT ITEMS**

- 6a) Chair's Report
- 6b) CEO Report
- 6c) ALTA Report

Pilar provided an overview of her CEO report, highlighting that two service reviews are underway. She noted the success of EPL's partnership with the Junos and the newly announced Musician in Residence program. She responded to questions from trustees.

Sandra shared that April's ALTA Coffee Talk will be focused on the upcoming provincial election and the role of libraries. She reminded the Board that coffee talks are open to anyone and encouraged trustees to attend.

MOTION: That the Board receive all consent items as information.
Moved by James Crossman. Seconded by Raman Deol.

CARRIED

7a) Finance and Audit Committee Report

Committee Chair, Rosalie Russnak provided the Board with an overview of the Committee's March activities and introduced guests Robin Eason and Brandon Cimino from KPMG. Brandon presented the Board with a review of the 2022 Audit and shared that the process went very well this year. He thanked Cody and his team for their responsiveness and efforts. Cody Tomanek responded to a question regarding the uncorrected audit misstatement in EPL's investment account of \$95,089. Rosalie Russnak expressed her kudos to EPL staff for another exemplary year.

Robin Eason and Brandon Cimino left the meeting at 6:02 p.m.

Cody then presented the Board with an overview of the 2022 Year End Financial Report. He covered the statement of position, operations, net financial assets, cash flow and tangible capital assets. The Board discussed the proposed allocations to restricted reserves and Cody and Pilar responded to questions from the Board.

MOTION: That the allocation of \$6,450,000 in restricted reserves for IT and Security Infrastructure Renewal, Heritage Valley Expansion and Sprucewood Branch Renovations as outlined in Attachment 3 be approved.

Moved by Rosalie Russnak. Seconded by Councillor Principe.

CARRIED

MOTION: That the City of Edmonton Public Library Board Audit Findings Report for the year ending December 31, 2022, be received as information.

Moved by Chad Schulz. Seconded by Kenna Houncaren.

CARRIED

MOTION: That the Board receive the March 14, 2023, Finance and Audit Report as information.

Moved by Sandra Marin. Seconded by Councillor Principe.

CARRIED

7b) Governance and Nomination Committee Report

Committee Chair, James Crossman provided a review of the Committee's activities. He then turned the floor over to Anna Alfonso to present the 2023 EPL Government Relations Plan for the 2023 provincial election. Anna shared EPL's objectives, proposed approach and how trustees can support. Anna then responded to questions and comments from the Board who expressed their support for the plan as presented.

Anna Alfonso left the meeting at 6:30 p.m.

7c) 2024 - 2026 Business Plan

Pilar Martinez presented the Board with the final 2024-2026 Business Plan. She shared some minor edits that we made to the Strategic Objectives and next steps for the roll out to staff. Pilar highlighted the significant engagement and involvement of EPL staff in developing the actions as well as implementing the final plan. She also noted that she will be going out to every service point with a Business Plan Team member to share the actions. Pilar then responded to questions from the Board.

8. NEW INQUIRIES

There were no new inquiries.

9. IN CAMERA

MOTION: That the Board move IN CAMERA.

Moved by: Kenna Houncaren. Seconded by Rosalie Russnak.

CARRIED

The Board moved IN CAMERA at 6:33 p.m. Pilar Martinez, Sharon Day, Corrina Chetley-Irwin, Cody Tomanek, Tania Way and Lisette Lalchan left the meeting.

9a) CEO 2022 Performance Evaluation

9b) CEO 2023 Goals

9c) CEO Compensation Review and CEO Performance – Compensation Framework & Guidelines Policy – B-2018

MOTION: That the Board move OUT OF CAMERA.

Moved by: Rosalie Russnak. Seconded by Sandra Marin.

CARRIED

The Board moved OUT OF CAMERA at 7:44 p.m.

MOTION: That the Board approve CEO Performance – Compensation Framework & Guidelines Policy – B-2018.

Moved by: Kenna Houncaren. Seconded by Rosalie Russnak.

CARRIED

11. ADJOURNMENT

The meeting adjourned at 7:46 p.m.