
EDMONTON PUBLIC LIBRARY BOARD

Tuesday, November 14, 2023

Woodcroft Branch, Edmonton Public Library

ATTENDANCE:

Board: Kenna Houncaren
Rosalie Russnak
Rebecca Bock-Freeman
James Crossman
Sandra Marin
Chad Schulz

Regrets: Mansur Bitar
Tina Faiz
Councillor Principe
Shawna Vogel

Staff: Pilar Martinez, Chief Executive Officer
Sharon Day, Executive Director, Customer Experience
Corrina Chetley-Irwin, Executive Director, Employee Experience
Cody Tomanek, Chief Financial Officer
Vicky Varga, Executive Director, Collections, Marketing & Technology

Guest: Santiago Gomez, Director, Technology Services

Recording Secretary: Lisette Lalchan

1. CALL TO ORDER/CHAIR WELCOME & LAND ACKNOWLEDGEMENT

Board Chair, Kenna Houncaren, called the meeting to order at 5:30 p.m. with a land acknowledgement, highlighting Metis week. She encouraged Trustees to learn more about the Metis people and their culture through participation in celebrations and programs around the city.

Kenna also congratulated the Executive Team on a successful Gala. The sold-out event brought together library supporters for an evening of connections, music, conversation and most importantly support for Ready. Set. READ!

Finally, she welcomed guest observers, Lori Jeffery-Heany and Chantal Dorais.

2. PRESENTATION

Santiago Gomez, Director, Technology Services presented the board with an overview of EPL's Cybersecurity and Disaster Recovery practices in response to a question posed at the June 21, 2023 Board Meeting. He shared active security measures being taken as well as upcoming priorities and next steps.

Trustees shared their appreciation for the presentation and offered suggestions for consideration. Santiago and the Executive Team responded to questions.

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 13 and October 3, 2023 meeting minutes.

Moved by Kenna Houncaren. Seconded by Rebecca Bock-Freeman.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. CONSENT ITEMS

7a) Chair's Report

7b) CEO Report, KPIs and Fund Development Update

7c) ALTA Update

Pilar Martinez shared highlights from her CEO Report, including EPL's Leader in Residence, Tommi Laitio and the Senior Leadership Team's visit to the Alberta Machine Intelligence Institute. She then responded to questions and comments from Trustees.

MOTION: That all consent items be received as information.

Moved by James Crossman. Seconded by Rebecca Bock-Freeman.

CARRIED

8. NEW BUSINESS

8a) Finance & Audit Committee Report

Committee Chair, Rosalie Russnak provided an update on Committee activities. She shared that EPL has a new Audit Partner with KPMG, Natalie Kinal.

Rosalie then turned the floor over to Cody Tomanek, who presented the Board with a brief update on EPL's Q3 Financials.

MOTION: That the Board approve the Financial Results for the period ending September 30, 2023.

Moved by Rosalie Russnak. Seconded by Sandra Marin.

CARRIED

MOTION: That the Board approve the Financial Reserve Policy, B-2032.

Moved by Kenna Houncaren. Seconded by James Crossman.

CARRIED

MOTION: That the Board receive the November 7, 2023 Finance and Audit Committee Meeting Report as information.

Moved by Rosalie Russnak. Seconded by Rebecca Bock-Freeman.

CARRIED

8b) Governance & Nomination Committee Report – September 26, 2023

Committee Chair, Sandra Marin provided a review of the Committee's September meeting. The items reviewed generated excellent discussions and extended into the October meeting as well.

MOTION: That the Board receive the September 26, 2023 Governance and Nomination Committee Report as information.

Moved by Sandra Marin. Seconded by Rebecca Bock-Freeman.

CARRIED

8c) Governance & Nomination Committee Report – October 31, 2023

Sandra reviewed the proposed edits to the Recruitment Profile as shared in the package. She also provided a summary of changes to the Trustee Handbook, noting that no substantive changes were being brought forward.

Kenna Houncaren encouraged members to share the Recruitment Profile with their networks and encourage folks to apply.

MOTION: That the Board approve the revised Board Recruitment Profile.

Moved by Rosalie Russnak. Seconded by Rebecca Bock-Freeman.

CARRIED

MOTION: That the Board approve the Trustee Handbook.

Moved by Sandra Marin. Seconded by Rebecca Bock-Freeman.

CARRIED

MOTION: That the Board receive the October 31, 2023 Governance & Nomination Committee Report as information.

Moved by Rosalie Russnak. Seconded by Chad Schulz.

CARRIED

8d) HR & CEO Performance Evaluation Committee Report

Committee Chair, Chad Schulz referenced the package as shared. He and Pilar Martinez responded to questions from Board members.

MOTION: That the Board approve the HR & CEO Performance Management Committee Terms of Reference.

Moved by Sandra Marin. Seconded by Kenna Houncaren.

CARRIED

MOTION: That the Board receive the September 19, 2023 HR & CEO Performance Management Committee Report as information.

Moved by Kenna Houncaren. Seconded by Chad Schulz.

CARRIED

9. NEW INQUIRIES

10. IN CAMERA

MOTION: That the Board move IN CAMERA.

Moved by Rebecca Bock-Freeman. Seconded by James Crossman.

CARRIED

The meeting moved In Camera at 6:49 p.m.

10a) Enterprise Risk Management Report

10b) Bargaining Update

MOTION: That the Board move OUT OF CAMERA.

Moved by Rosalie Russnak. Seconded by Rebecca Bock-Freeman.

CARRIED

The meeting moved Out of Camera at 7:07 p.m.

MOTION: That the Board accept EPL Enterprise Risk Management Report as information.

Moved by James Crossman. Seconded by Sandra Marin.

CARRIED

11. ADJOURNMENT

The meeting adjourned at 7:08 p.m.