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**EDMONTON PUBLIC LIBRARY BOARD**

Tuesday, February 18, 2025  
Abbottsfeld-Penny McKee Branch

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**ATTENDANCE:**

**Board:** James Crossman  
Rosalie Russnak  
Mansur Bitar  
Rebecca Bock-Freeman  
Tina Faiz  
Mark Hoosein  
Sandra Marin  
Councillor Principe  
Chad Schulz  
Shawna Vogel

**Staff:** Pilar Martinez, Chief Executive Officer  
Cody Tomanek, Chief Financial Officer  
Vicky Varga, Executive Director, Collections, Marketing and  
Technology  
Elisa Wilson, Acting Executive Director, Employee Experience

**Guest:** Margaret Walsh, Manager, Clareview Branch

**Recording Secretary:** Lisette Lalchan

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

Board Chair, James Crossman, called the meeting to order at 5:36 p.m. with a land acknowledgement that recognized the importance of Freedom to Read Week. He also highlighted a section from the Trustee Charter: *Seek input: be intentional so that everyone's voice can be heard.*

**2. ADOPTION OF AGENDA**

**MOTION:** That the Board accept the agenda as circulated.  
Moved by Rebecca Bock-Freeman. Seconded by Chad Schulz.

**CARRIED**

### 3. DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interest identified.

### 4. ADOPTION OF MINUTES

**MOTION:** That the Board approve the November 14, 2024 meeting minutes.  
Moved by Sandra Marin. Seconded by Mark Hoosein.

**CARRIED**

### 5. BUSINESS ARISING FROM THE MINUTES

There were no outstanding items identified.

### 6. NEW BUSINESS

#### 6a) Finance & Audit Committee Report

Committee Chair, Mansur Bitar introduced the Board to the Committee's activities. CFO, Cody Tomanek, then presented the year-end operating and capital results, deferred revenues, reserves and investment updates.

Cody then provided the Board with a summary of the changes made to the final 2025 Operating and Capital Budgets.

Pilar and Cody addressed questions regarding restricted reserves and pay-as-you-go funding.

**MOTION:** That the Board allocate the restricted reserves as per Attachment 3 of the EPL Financial Results for the Year Ended December 31, 2024 report.  
Moved by Mark Hoosein. Seconded by Rosalie Russnak.

**CARRIED**

**MOTION:** That the EPL financial results for the period ending December 31, 2024 be received as information.

Moved by Rebecca Bock-Freeman. Seconded by Tina Faiz.

**CARRIED**

**MOTION:** That EPL's 2025 Operating and Capital Budgets be approved by the Board.

Moved by Mark Hoosein. Seconded by Tina Faiz.

**CARRIED**

Cody reviewed updates to the Travel Policy and Expense Guidelines

**MOTION:** That the Travel Policy B-2027 and section 6.9 of the Trustee Handbook, Trustee Expense Guidelines be approved by the Board.

Moved by Chad Schulz. Seconded by Rosalie Russnak.

**CARRIED**

**MOTION:** That the Board accept the February 4, 2025 Finance & Audit Committee Report as information.

Moved by Rebecca Bock-Freeman. Seconded by Tina Faiz.

**CARRIED**

6b) Governance & Nomination Committee Report

Committee Chair, Rebecca Bock-Freeman highlighted the presentation from the City of Edmonton's Civic Agencies team and their openness to suggestions.

The Board also discussed refining the candidate application questions to be more EPL centered. The Committee will discuss at their next meeting.

**MOTION:** That the Board accept the January 21, 2025 Governance and Nomination Committee Report as information.

Moved by Sandra Marin. Seconded by Mansur Bitar.

**CARRIED**

8d) 2024 Strategic & Business Plan Report - Presentation

Pilar presented a summary of the 2024 milestones achieved towards the 2024-2026 strategic and business plan. Despite being focused in the first quarter on labour challenges, EPL is proud of the accomplishments made and is on track to achieve strategic goals.

*Councilor Principe joined the meeting at 6:45 p.m.*

## **7. CONSENT ITEMS**

7a) Chair Report

7b) January/February 2025 CEO Report

7c) 2024 Year-end CEO Report, KPIs & Fund Development

7d) 2024 Strategic & Business Plan Report

7e) Annual Report of Public Libraries for Public Libraries Services Branch, Alberta  
Municipal Affairs

7f) ALTA Report

7g) Friends of EPL Report

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

Moved by Shawna Vogel. Seconded by Mansur Bitar.

**CARRIED**

## **8. NEW INQUIRIES**

There were no new inquiries.

## 9. IN CAMERA

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

Moved by: Sandra Marin. Seconded by Rosalie Russnak.

**CARRIED**

*Margaret Walsh left the meeting at 6:34 p.m.*

*The Board moved IN CAMERA at 6:35 p.m.*

9a) Bargaining Update

9b) Intelligent Materials Management System – Presentation

*Cody Tomanek, Vicky Varga and Elisa Wilson left the meeting at 7:40 p.m.*

9c) CEO Succession Plan

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

Moved by: Rebecca Bock-Freeman. Seconded by Councillor Principe.

**CARRIED**

*The Board moved OUT OF CAMERA at 8:00 p.m.*

## 11. ADJOURNMENT

The meeting adjourned at 8:05 p.m.