

EDMONTON PUBLIC LIBRARY BOARD

Tuesday, April 1, 2014, 5:30 p.m.

Stanley A. Milner Library

3rd Floor Boardroom

ATTENDANCE:

Board: Mrs. Ellen Calabrese-Amrhein, Chair

Mr. John J. McDonald III, Vice-Chair

Mrs. Kate Freeman

Ms. Miranda Jimmy

Dr. Sherrill Johnson

Mr. Nazir Mulji

Mr. Jeff Reynolds

Staff: Ms. Linda Cook, Chief Executive Officer

Mr. Gastone Monai, Chief Financial Officer

Mr. Mike Lewis, Director, Human Resource Services

Regrets: Mr. Jay Ball

Councillor Ben Henderson

Mr. Michael Janz

Ms. Pilar Martinez

Recording Secretary: Ms. Therese McAuley

1. CALL TO ORDER

Chair Ellen Calabrese-Amrhein called the meeting to order at 5:30 p.m. and welcomed observers Dr. Brian Heidecker, the new EPL Trustee whose term begins May 1 and Dennis Denis who was attending as an interested citizen. Linda Cook noted that Mr. Denis previously served on the Board as Vice-Chair.

On behalf of the Board, Ellen Calabrese-Amrhein thanked departing Trustee Kate Freeman for her commitment to the Board.

2. ADOPTION OF AGENDA

Moved by John McDonald, Seconded by Miranda Jimmy.

That the agenda be approved with the following amendment:

- New Inquiries - Board Development Activity - Debrief

CARRIED

3. ADOPTION OF MINUTES

Moved by Jeff Reynolds, Seconded by Sherrill Johnson.

That the minutes of the March 4, 2014 Board meeting be approved.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

4a) EPL Financial Reserves

At the March Board meeting information on 1) what level of reserves should EPL maintain, and 2) provide information on the City's policies regarding reserves was requested.

In response to this inquiry Gastone Monai reported that the City uses the following key principles in establishing reserves for revenue instability and/or unforeseen costs:

- The City of Edmonton follows GFOA or Government Finance Officer Association guidelines and best practices.
- In managing financial risks associated with revenue instability and/or unforeseen costs, the City has established a financial stabilization reserve that targets 1 months or 8.3% of ongoing operating expenditures.
- This is consistent with GFOA suggested guidelines of 8.3% to 16.7% of on-going operating expenditures.

He indicated that EPL's unrestricted surplus at the end of 2013 was \$1.3 million or 3.2% of on-going operating expenditures. When comparing this to the City and GFOA guidelines, EPL is below the minimum guideline of 8.3% of operating expenditures. However, EPL Administration is comfortable with the level of unrestricted reserves maintained since the City includes Boards and Authorities within their Financial Stabilization Reserve calculations.

In addition, since the City has established EPL as an organization and is the major funder, EPL would seek City Council's assistance in addressing any funding issue.

In response to Nazir Mulji's inquiry Gastone Monai indicated that the \$150,000 in Reserves for future Expenditures for Library furniture and equipment is set aside for library shelving.

4b) Highlands Branch - Closure

Linda Cook reported that due to construction delays the closure timeframe approved by the Board at the March meeting is no longer applicable. As the actual dates are unknown at this time, Administration is asking that the Board approve a closure of up to two weeks without defining the actual dates.

Moved by Nazir Mulji, Seconded by Miranda Jimmy.

That the Board approve the closure of the Highlands Branch for up to two weeks in order to move into the new building when completed.

CARRIED

5. GENERATIVE DISCUSSION

The Board held a generative discussion on the “Culture of Philanthropy”. From this discussion the following action items were identified.

- Position it as a Culture of Giving rather than a Culture of Philanthropy.
- Revise the Board’s exiting Motion on fund raising to include “We Share - We Give” and “Time -Talent - Treasure” - referred to the External Committee.
- Develop policy or statement regarding Board members donating - referred to the External Committee.
- Develop elevator points that can be used by Staff (all levels) and Trustees to assist in the “ask”. General and Centennial project messaging - Administration to develop and provide to External Committee

6. NEW BUSINESS

6a) External Committee Report

Committee Chair Jeff Reynolds referred to the report in the Board package and noted that the Committee reviewed proposed changes to the Ethical Fundraising and Financial Accountability Code Board policy. The additions were identified when Administration was researching Imagine Canada and the proposed changes puts the Board policy in-line if it decides to pursue certification.

Moved by Jeff Reynolds, Seconded by John McDonald.

That the Board approve the changes to the Ethical Fundraising and Financial Accountability Code (E-2) Board policy.

CARRIED

Moved by Jeff Reynolds, Seconded by Kate Freeman.

That the March 20 External Committee report be received as information.

CARRIED

6b) May/June Board Meetings

Ellen Calabrese-Amrhein proposed that the May Board meeting be cancelled as there are no time-sensitive items on the agenda. It was agreed that the May 6 Board meeting be cancelled. The next Board meeting will be held on Tuesday, June 3, 2014 at which time the meeting schedule for the remainder of the 2014-2015 term will be determined.

7. CONSENT ITEMS

- 7a) Chair’s Report
- 7c) CEO’s Report
- 7c) Alberta Library Trustees Association Report
- 7d) 2015 Operating and Capital Budget Process

Moved by Sherrill Johnson, Seconded by Nazir Mulji.
That the Consent Items 7a) to 7d) be received as information.

CARRIED

Ellen Calabrese-Amrhein relinquished her role as Chair for the nomination and election of the Board Chair position to CEO Linda Cook.

8. ELECTION OF CHAIR AND VICE CHAIR

Nominated by Sherrill Johnson, seconded Nazir Mulji that Ellen Calabrese-Amrhein serve as the Chair of the Library Board of Trustees for the 2014-2015 term. As there were no further nominations, Ellen Calabrese-Amrhein was acclaimed as Chair.

Ellen Calabrese-Amrhein resumed the Chair.

Nominated by Kate Freeman, seconded by Jeff Reynolds that John McDonald serves as Vice Chair of the Library Board of Trustees for the 2014-2015 term. As there were no further nominations, John McDonald was acclaimed as Vice Chair.

9. NEW INQUIRIES

9a) Board Development Activity - Debrief

Trustees provided feedback on the Board Development Activity session held on March 13, 2014. Presentations by Gerald Beasley, Vice-Provost and Chief Librarian, University Libraries on Insight, Vision and Future Challenges for Libraries and their Impact; Dr. Toni Samek, Professor, School of Library and Information Services on Advocacy - Tell Your Story, and Dr. Ali Shiri, Associate Professor, School of Library and Information Services on What will future Librarians look like?

As a follow up to this presentation it was generally agreed that it would be beneficial to have a session with a community focus i.e. have a presentation from a Community Librarian and possibly a community partner. As well an update on the "Identifying the Top Five Barriers to Library Access for Underserved Edmonton Communities" that was presented at the February 5, 2013 Board meeting would be welcomed. This was referred to the Internal Committee.

10. ADJOURNMENT

The meeting adjourned at 6:30 p.m.