
EDMONTON PUBLIC LIBRARY BOARD

Tuesday, December 2, 2014, 5:30 p.m.
Stanley A. Milner Library
(3rd Floor Boardroom)

ATTENDANCE:

Board: Mrs. Ellen Calabrese-Amrhein, Chair

Mr. Jay Ball

Mr. Brian Heidecker

Councillor Ben Henderson

Mr. Michael Janz

Ms. Miranda Jimmy

Dr. Sherrill Johnson

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. John J. McDonald III

Mr. Nazir Mulji

Ms. Pilar Martinez, Deputy Chief Executive Officer

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 Vicky Varga, who was in attendance to speak to the Library Use Board Policy - Internal Committee Report.

2. ADOPTION OF AGENDA

Moved by Miranda Jimmy, Seconded by Jeff Reynolds.
That the agenda be approved as presented.

CARRIED

3. ADOPTION OF MINUTES

Moved by Sherrill Johnson, Seconded by Miranda Jimmy.
That the minutes of the October 7, 2014 Board meeting be approved as amended.

CARRIED

4. NEW BUSINESS

4a) Internal Committee

Ellen Calabrese-Amrhein referred to the report and indicated that Vicky Varga was in attendance to answer any questions regarding the Library Use policy.

Moved by Michael Janz, Seconded by Jay Ball.

That the Board:

1. Approve the Library Use Bylaw as presented.
2. Rescind the Circulation Bylaw #3 and amending Bylaws #4, 5, 6, 9, 10, 11.
3. Rescind the Safe Use Bylaw #8 and amending Bylaw #12.
4. Rescind the Annual Registration Fee Board Policy (B-2001).
5. Rescind the Circulation Policy (B-2021).

CARRIED

Gastone Monai referred to the Treasury Management Practices report included in the Board package and provided a brief overview. Brian Heidecker noted that the report provides a good overview of EPL's practices. Ellen Calabrese-Amrhein thanked Gastone and his team for the excellent job they are doing. As noted in the report, the Committee agreed that a formal statement outlining the investment strategy was sufficient and that it be reviewed every three years.

Moved by Brian Heidecker, Seconded by Miranda Jimmy.

That the Board approves the following Treasury Management practices:

- Funds not required in the short term, less than one year, will be invested in either longer term Bank GIC's/Treasury Bills or the City's Short Term Bond Fund, whichever is higher.
- Funds held specifically for EPL's accumulated surplus, may be invested as follows:
 - Funds that equal 1% of the current year's budgeted expenditures will be invested in low risk/liquid (cashable in 30 days) investments either through EPL's bank or the City, whichever generates the higher return.
 - Funds greater than 1% of the current year's budgeted expenditures will be invested in either longer term Bank GIC's/Treasury Bills or the City's Short Term Bond Fund, whichever is higher.

CARRIED

Moved by Ellen Calabrese-Amrhein, Seconded by Miranda Jimmy.

That the November 12 Internal Committee report be received as information.

CARRIED

4b) External Committee Report

Committee Chair Jeff Reynolds referred to the report included in the Board package and noted that due to weather the November 27 get together for the Friends Board and EPL Board was cancelled and would be rescheduled for some time in the New Year.

In reviewing the Calgary Public Library (CPL) and Edmonton Public Library (EPL) Memorandum of Understanding (MOU), the Committee felt that some components of the MOU applied to the Board and others were more operational. Pilar Martinez will provide a revised document that clearly outlines the areas of responsibility at the next External Committee meeting.

The CPL/EPL Board Chairs, CEO's and Deputy CEO's met prior to the November 20 meeting with Minister McQueen and briefly talked about the possibility of meeting in Red Deer prior to the Alberta Library Conference to discuss the MOU. Ellen Calabrese-Amrhein indicated that she would be following up with CPL Board Chair Janet Hutchinson to discuss and suggest holding it via video conference.

Jeff Reynolds noted that the Committee reviewed the proposed changes to the Branch Development and Gift Acceptance policies.

Moved by Jeff Reynolds, Seconded by Sherrill Johnson.

That the Board approve the Branch Development Policy (B-2002) and Gift Acceptance Policy (B-2013) as presented.

CARRIED

Jeff Reynolds reported that he attended the November 25 Metro Edmonton Federation meeting and it has been confirmed that they will be making a presentation at the Capital Regional Causus on per capita funding. EPL administration will be drafting the presentation.

Moved by Jeff Reynolds, Seconded by Jay Ball.

That the October 16 External Committee report be received as information.

CARRIED

4c) Member Recruitment Profile - 2014-2016 Term

Ellen Calabrese-Amrhein reported that there will be four vacancies that will need to be filled for the 2014-2016 term. Both she and Michael Janz have reached the end of their six year term and Sherrill Johnson and John McDonald are both leaving early due to work and personal commitments.

Ben Henderson joined the meeting at 5:45 p.m.

Ellen Calabrese-Amrhein referred to the document included in the Board package and requested any changes and indicated that it is part of the application package. She noted that, as of last year, the Board Chair is involved in the selection process. As Chair she is provided with the short-listed candidates and provides her feedback at the Chair Interview with the Community Services Committee of Council. The document was reviewed and the suggested revisions will be incorporated into the document prior to it being submitted to the City Clerk's office.

Jay Ball expressed concern over the loss of four members and inquired if there was a way the Board Chair's term could be extended a year. Ben Henderson indicated that he had discussed this possibility with the Mayor especially as it would not be beneficial for the Board Chair to change during the CEO search. If the extension is granted then the Board would need to determine if Ellen Calabrese-Amrhein would continue as Chair for the full year or only until the new CEO is hired and then continue on as Past-Chair. The Mayor also indicated that the one year extension would need to be a unanimous decision of the Board. Ellen Calabrese-Amrhein indicated that she would be willing to stay on as Board Chair or just serve as the Chair of the Recruitment and Selection Committee.

Moved by Brian Heidecker, Seconded by Jeff Reynolds.

That the Board request a one year extension for Ellen Calabrese-Amrhein to the Community Services Committee of Council to provide continuity and support due to the recruitment of a new CEO.

CARRIED - Unanimous

Ellen Calabrese-Amrhein noted that when available the Trustees will be provided electronically with the recruitment package which they can forward to interested individuals. Mike Janz inquired if this would be advertised through the EPL electronic customer newsletter. Mike Lewis indicated that this could be done or a banner could be placed on the web site. It was noted that there has never been a shortage of applications so additional advertising may not be required.

4d) Alberta Library Trustees Association - Board Representative and Alternate

Sherrill Johnson referred to the report included in the Board package and noted that the new President is very involved and active. The Retreat was very productive and it was beneficial to have everyone physically together. She noted that the Board meetings are usually held by video/teleconference.

She also noted that the ALTA representatives are voted in by January 31 but don't officially start their term until the AGM in April. As she will be finished as an EPL Trustee as of April 30, 2015 it was determined that it would be beneficial for Nazir Mulji to take over as the main representative and she would be the alternate until the end of the term.

Moved by Sherrill Johnson, Seconded by Jay Ball.

That Nazir Mulji takes over as the EPL Representative and Sherrill Johnson as the Alternate on the ALTA Board for the remainder of the term.

CARRIED

4e) Recruitment and Selection Guidelines

Ellen Calabrese-Amrhein referred to the document included in the Board package and indicated that the revisions discussed at the November 4 In Camera meeting have been incorporated. One exception was that the statement that all paperwork generated by the Board will be maintained by Human Resources is being left in as it is the responsibility of the Library to maintain all the documentation and it is the normal practice for the Search firm to turn over all documentation at the completion of the project.

Moved by Jeff Reynolds, Seconded by Miranda Jimmy.

That the Guidelines for the Recruitment of the Chief Executive Officer be approved as amended.

CARRIED

In response to Michael Janz's inquiry, Brian Heidecker indicated that it would be the Trustees who are on the Board at the time that would be involved in the interview.

4f) 2015-2018 Capital Budget Presentation to City Council

Linda Cook noted that she, Pilar Martinez and Gastone Monai were in attendance at the November 27 City Council meeting. She and Pilar Martinez did the PowerPoint presentation which was well received. All three of them answered questions regarding the Milner Revitalization and Capilano. Councillor Caterina inquired about Penny McKee-Abbottsfield and he was informed that it was the Library's 10th priority out of the 11 capital projects. Councillor Henderson asked for a document outlining the Library's Capital Project priorities which was provided to them the following day.

Gastone Monai attended the Council meeting on November 28 to respond to questions regarding EPL's priorities. Councillor Henderson indicated that one of the questions raised was if the Library takes into account socio-economic factors when determining capital project priorities. Linda Cook noted that this data is part of the information gathered from Environics Analytics' Envision software and this was noted in the document provided to the Councillors.

It was noted that along with Milner and Capilano a motion for funding for the schematic design of Lewis Estates Recreation Centre and Library was also put forward. This would be for the recreation centre and the library.

- 4g) Statement of Operations/Capital/Deferred Revenue and Accumulated Surplus as of October 31, 2014

Gastone Monai referred to the report in the Board package and provided a brief overview of the operation and capital budgets and the deferred revenues and accumulated surplus.

Moved by Miranda Jimmy, Seconded by Jay Ball.

That the Statement of Operations/Capital/Deferred Revenue and Accumulated Surplus as of October 31, 2014 be received as information.

CARRIED

5. CONSENT ITEMS

- 5a) Chair's Report
- 5b) CEO's Report
- 5c) Alberta Library Trustees Association Report
- 5d) 2014 Audit Plan and Year-End Financial Reporting
- 5e) Staff Professional Development Day Report
- 5f) Centennial Fundraising Committee Update

Moved by Jeff Reynolds, Seconded by Sherrill Johnson.

That the Consent Items 5a) to 5f) be received as information.

CARRIED

6. NEW INQUIRIES

There were no new inquiries.

7. IN CAMERA

- 7a) Security Report - 2013 Year in Review - Comparative Security Incident Statistics with the Calgary Public Library Downtown Branch.

Moved by Jeff Reynolds, Seconded by Sherrill Johnson.

That the meeting move *in camera*:

CARRIED

The meeting moved *in camera* at 6:40 p.m.

Moved by Jay Ball, Seconded by Brian Heidecker.

That the meeting move *out of camera*.

CARRIED

The meeting moved *out of camera* at 6:50 p.m.

8. ADJOURNMENT

The meeting adjourned at 6:51 p.m.