

MINUTES

EDMONTON PUBLIC LIBRARY BOARD

Tuesday, December 1, 2015, 5:00 p.m.
Stanley A. Milner Library
(3rd Floor Boardroom)

ATTENDANCE:

Board: Mrs. Ellen Calabrese-Amrhein, Chair
Mr. Brian Heidecker
Mr. Jay Ball
Ms. Miranda Jimmy
Dr. Sherrill Johnson
Mr. Nazir Mulji
Mr. Jeff Reynolds
Ms. Jill Scheyk
Dr. Fern Snart
Cllr Ben Henderson

Staff: Ms. Pilar Martinez, Chief Executive Officer
Mr. Gastone Monai, Chief Financial Officer
Mr. Mike Lewis, Director, Human Resources Services

Guests: None

Regrets: None

Recording Secretary: Ms. Caroline Shield

1. CALL TO ORDER / PRESENTATION

Chair Ellen Calabrese-Amrhein called the meeting to order at 5:00 p.m.

2. ADOPTION OF AGENDA

Moved by Nazir Mulji, Seconded by Miranda Jimmy.

That the agenda be approved with the following amendments:

- Consent Item 7e) 2015 Audit Plan and Year-End Financial Reporting Item be moved to New Business 6g).

CARRIED

3. GENERATIVE DISCUSSION

Discussion took place regarding the value of the Strategic Planning Session on November 3, 2015 and it was felt this was a good example of a generative discussion. Sherrill Johnson mentioned that it was of value. Pilar Martinez will take the output from the meeting to the Senior Leadership Planning Day in January 2016.

Fern Snart and Sherrill Johnson joined the meeting at 5:07pm

Ellen Calabrese-Amrhein asked for feedback regarding the value of the meeting with EPL and CPL Boards on November 7, 2015. Trustees agreed it was valuable for the sharing of best practice and relationship building. Pilar Martinez suggested that the purpose of the partnership agreement should be reviewed.

Jill Scheyk joined the meeting at 5:23pm

4. ADOPTION OF MINUTES

Moved by Nazir Mulji, Seconded by Jill Scheyk.

That the minutes of the September 8, 2015 Board meeting be approved.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There were no outstanding items identified.

6. NEW BUSINESS

6a) Ratification of Electronic Vote - CEO Job Description

Moved by Jeff Reynolds, Seconded by Fern Snart.

That the CEO Job Description be approved.

CARRIED

6b) (i) Internal Committee Meeting – September 15, 2015

Committee Chair Nazir Mulji indicated that the main focus of the September meeting was the CEO Evaluation Framework prepared by Gord Syme from Conroy Ross in consultation with Administration and Committee members. The CEO Job Description was also reviewed and recommended for approval.

Moved by Fern Snart. Seconded by Miranda Jimmy.

That the September 15, 2015 Internal Committee Report be received as information.

CARRIED

(ii) Internal Committee Meeting – October 13, 2015

Committee Chair Nazir Mulji referred to the report included in the Board package. He noted that the Committee reviewed six Board policies. Nazir also referred to the Board Development Survey and noted that it was completed several months ago and therefore would need to be repeated as part of the Governance and Nomination Committee's responsibilities.

Moved by Jay Ball. Seconded by Nazir Mulji.

That the October 13, 2015 Internal Committee Report be received as information.

CARRIED

Moved by Brian Heidecker. Seconded by Sherrill Johnson.

That the Board Policies: Privacy and Confidentiality of Customer Information Policy, B-2005; Temporary Planned Branch Closures Policy, B-2026; Human Resources Policy, B-2024; Occupational Health and Safety Policy, B-2007; and Workplace Violence Policy, B-2008 be approved as presented.

CARRIED

(iii) Internal Committee Meeting – November 10, 2015

Committee Chair Nazir Mulji referred to the report included in the Board package. He noted that the Committee reviewed four Board policies. Referring to the CEO Evaluation Framework Questionnaires, Nazir noted that the HR and CEO Performance Management Committee will distribute and collect information from the questionnaires included in the document. Discussion followed regarding the ratings for each category and it was acknowledged that the qualitative information was considered to be more valuable. The evaluation framework will be used at the CEO's six month evaluation as a pilot, understanding will continue to evolve.

Moved by Nazir Mulji. Seconded by Jay Ball.

That the November 10, 2015 Internal Committee Report be received as information.

CARRIED

Moved by Brian Heidecker. Seconded by Fern Snart.

That the Board policies: Collection Development, B-2003; Board Recognition, B-2017; Public Internet Access, B-2010; Records Management, B-2009 be approved as presented.

CARRIED

6c) (i) External Committee Meeting – September 17, 2015

Committee Chair Sherrill Johnson referred to the report included in the Board Package and noted that the content would be covered under item 6c) (ii) October 22, 2015 meeting.

Moved by Sherrill Johnson. Seconded by Miranda Jimmy.
That the September 17, 2015 External Committee Report be received as information.

CARRIED

(ii) External Committee Meeting – October 22, 2015

Committee Chair Sherill Johnson referred to the Advocacy Plan for EPL which was included in the Board package. Discussion followed regarding trustees accountability for actions assigned to them and whether individual trustees or trustees collectively should be allocated a specific number of actions to undertake.

Councillor Ben Henderson joined the meeting at 5:46pm

It was agreed that the Advocacy Plan would be approved but without assigning numbers to the specific accountability measures but that there is an expectation that trustees commit to the actions.

Moved by Sherrill Johnson. Seconded by Nazir Mulji.
That the October 22, 2015 External Committee Report be received as information.

CARRIED

6d) Adhoc Governance Working Group Recommendations

Board Chair, Ellen Calabrese-Amrhein thanked everyone who had participated in the Governance Working Group. Discussion followed and all trustees agreed that the three committees and their terms of reference were acceptable and that any issues that did not fall within any of the committees would be brought to the full Board. Ellen indicated that membership will be finalized before the Christmas break. It was agreed that the January Board meeting would be cancelled to allow Administration time to work on a schedule for 2016.

Moved by Brian Heidecker. Seconded by Jeff Reynolds.
That the terms of reference for the Governance and Nomination Committee, Finance and Audit Committee and HR and CEO Performance Management Committee be approved.

CARRIED

Jill Scheyk left the meeting at 6:23pm

6e) Board Recruitment

Ellen Calabrese-Amrhein referred to the Board Recruitment information included in the Board package. It was agreed that EPL trustees should include a cross-section of the Edmonton community. In addition, an amendment should be made to emphasize that skills in fund development and experience with capital campaigns would be an asset. It was suggested that there would be benefit in creating a skills matrix for trustees and this is something that the Governance and Nomination Committee will undertake.

6f) Statement of Operations/Capital/Deferred Revenue/Accumulated Surplus and Investments as of October 31, 2015

Gastone Monai reviewed the document included in the Board package. It was noted that as of October 31, 2015, 0.5% of the operating budget was underspent due to delays in the fit-up of the eplGO site and other operational savings. Gastone recommended to the Board that these funds are earmarked for fitting up the eplGO site in early 2016 and recommendations for other savings will be brought forward to the February Board meeting. The capital budget is underspent due to delays in the Milner, Capilano and Calder building projects. Any unused funds will be carried over into 2016 to complete the projects in future years. Deferred Revenues includes donations that are restricted for specific use. To date, \$300,000 has been received for Welcome Baby and Literacy Vans initiatives and \$244,000 has been spent. Accumulated Surplus includes surpluses retained from previous years. As at October 31, 2015, the balance was \$3.5 million, half is held for specific purposes that the Board has already approved, and the remainder is available to the Board to allocate based on recommendations from Administration. Currently EPL is maintaining \$14.9 million in investments and recently re-invested \$1.4 Million in a longer-term GIC in line with previous Board direction on accumulated surpluses. Gastone responded to questions from Trustees.

Moved by Nazir Mulji. Seconded by Jay Ball.

That the Statement of Operations, Capital, Deferred Revenue, Accumulated Surplus and Investments as of October 31, 2015 be received as information.

6g) 2015 Audit Plan and Year-End Financial Reporting

Nazir Mulji queried the use of KPMG as Auditors. Gastone Monai confirmed that external auditors are selected by the City of Edmonton through a tendering process. EPL's By-Law assigns responsibility for the selection of the Auditor to the City of Edmonton. Nazir also questioned whether any new items have been identified in terms of risk for the financial audit. Gastone confirmed that only the financial statements are being audited this year and no items of risk are anticipated for 2015.

Moved by Sherrill Johnson. Seconded by Nazir Mulji.

That the 2015 Audit Plan and Statement of Operations/Capital/Deferred Revenue/Accumulated Surplus and Investments as of October 31, 2015 be received as information.

7. CONSENT ITEMS

- 7a) Chair's Report
- 7b) CEO's Report
- 7c) Alberta Library Trustee's Association Report
- 7d) Friends of EPL Report
- 7f) Capital Campaign Update Presentation – Nine Lions

Moved by Jay Ball. Seconded by Jeff Reynolds.

That all Consent items be received as information.

8. NEW INQUIRIES

There were no new enquiries.

9. IN CAMERA

There were no in-camera items.

10. ADJOURNMENT

The meeting adjourned at 7:05pm