

# MINUTES

## EDMONTON PUBLIC LIBRARY BOARD

Tuesday, December 3, 2013, 5:30 p.m.

Stanley A. Milner Library

3<sup>rd</sup> Floor Boardroom

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### ATTENDANCE:

**Board:** Mrs. Ellen Calabrese-Amrhein, Chair

Mr. John J. McDonald III, Vice-Chair

Mr. Jay Ball

Mrs. Kate Freeman

Councillor Ben Henderson

Mr. Michael Janz

Ms. Miranda Jimmy

Dr. Sherrill Johnson

Mr. Jeff Reynolds

**Staff:** Ms. Linda Cook, Chief Executive Officer

Ms. Pilar Martinez, Deputy Chief Executive Officer

Mr. Gastone Monai, Chief Financial Officer

Mr. Mike Lewis, Director, Human Resource Services

**Regrets:** Mr. Nazir Mulji

**Recording Secretary:** Ms. Therese McAuley

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### 1. CALL TO ORDER

Chair Ellen Calabrese-Amrhein called the meeting to order at 5:25 p.m. and noted that members of the Board toured the new Makerspace area prior to the meeting.

### 2. ADOPTION OF AGENDA

Moved by Miranda Jimmy, Seconded by Sherrill Johnson.  
That the agenda be approved.

**CARRIED**

### 3. ADOPTION OF MINUTES

Moved by Miranda Jimmy, Seconded by Jay Ball.  
That the minutes of the October 15, 2013 Board meeting be approved.

**CARRIED**

### 4. BUSINESS ARISING FROM THE MINUTES

There were no items brought forward.

## 5. NEW BUSINESS

### 5a) 2014 Operating Budget Presentation

Linda Cook noted that she, Pilar Martinez and Gastone Monai were in attendance at the December 3 Budget meeting. She and Pilar Martinez did the PowerPoint presentation and all 3 of them answered questions about the Outreach program, free memberships, high school completion, zero based budgeting, Milner renovations, Capital projects and revenue streams. With respect to the funding for the Outreach Program, Councillor Sohi asked if it would be helpful if City Council wrote to the Province about the success and benefits of the program and to ask them to reconsider the discontinuation of the funding. This suggestion was tabled for consideration later in the Budget process.

### 5b) External Committee Report

Committee Chair Jeff Reynolds referred to the report included in the Board package and noted that the Committee reviewed the proposed post-election strategy and would be discussing it further at the January committee meeting. The Committee's Terms of Reference (TofR) were reviewed and it was agreed that it would help clarify if the *key library related organizations* were listed (i.e. Alberta Library Trustees Association and Friends of the Library). To align with the TofR it was agreed that the Board representatives for Alberta Library Trustees Association and the Friends be members of the External Committee. With respect to the Metro Federation it was also determined that the first alternate to the Board Chair would be the External Committee Chair and the second alternate would be the Board Vice-Chair.

Moved by Jeff Reynolds, Seconded by Michael Janz.

The Board approve the following revised Terms of Reference.

The External Committee is responsible for the areas of fundraising, advocacy and some aspects of properties, plus relations with stakeholders such as members, the public and library related organizations (i.e. Alberta Library Trustees Association, Friends of the Library). Policy issues related to these areas are also a part of the Committee's responsibility.

**CARRIED**

Moved by Jeff Reynolds, Seconded by Miranda Jimmy.

The October 17, 2013 External Committee report be received as information.

Councillor Ben Henderson joined the meeting at 5:50 p.m.

5c) System-Wide Closure – PD Day

Mike Lewis spoke to a proposal to hold a system-wide professional development day in 2014. The Board's support is required as this would require a closure of all service points for the event. Holding a PD day is an investment in employees and to our service and provides a learning and development opportunity that impacts all employees. Other libraries were contacted through the PubLib and Canadian Urban Libraries Council (CULC) listservs. Ten CULC libraries responded and all of them have utilized staff development days with 9 implementing a system-wide closure. One of the key points raised was to have a comprehensive communication strategy for customers and other stakeholders in advance of the event. The proposed date is Thursday, November 6 and he indicated that this date was chosen due to venue availability. After further discussion, the proposal was amended to look at dates and venues earlier than November due to potential seasonally-related service concerns.

Moved by John McDonald, Seconded by Jay Ball.

That the Board support a system-wide closure in 2014 to allow for a professional development day to be held for all staff.

**CARRIED**

5d) Statement of Operations, Capital and Deferred Revenues  
as of October 31, 2013

Gastone Monai referred to the report included in the Board package. The Operating budget should be in a balanced financial position by year-end. The Capital expenditures continue to be lower than planned and Administration is reviewing the opportunity to reallocate funding to the next priority project which is the Calder branch. In response to Jay Ball's inquiry, Gastone Monai indicated that the personnel savings of \$502,000 is a one-time savings.

Moved by Jeff Reynolds, Seconded by Michael Janz.

That the Statement of Operations, Capital and Deferred Revenue as of October 31, 2013 be received as information.

**CARRIED**

**6. CONSENT ITEMS**

- 6a) Chair's Report
- 6b) CEO's Report
- 6c) Internal Committee Report
- 6d) 2013 Audit Plan and Year-End Financial Reporting
- 6e) 2011-2013 Business Plan Report Card

Moved by Miranda Jimmy, Seconded by Michael Janz.

That the Consent Items 6a) to 6e) be received as information.

**CARRIED**

## 7. NEW INQUIRIES

### 7a) Alberta Library Trustees Association (ALTA) – Update

Sherrill Johnson reported that the re-engagement survey has been completed and the Executive Summary has been distributed via the ALTA Voice. A copy of the report will be posted to the Board's web site. She noted that a number of the rural Boards are looking for help from ALTA in areas of best practices, advocacy and training.

Moved by John McDonald, Seconded by Miranda Jimmy.

That the Alberta Library Trustees Association verbal report be received as information.

**CARRIED**

### 7b) Friends of the Library – Update

Jay Ball reported that he attended the November 6 Friends meeting and noted that the group continues to work on clarifying their role. Currently, a member of the Board is working on refining their foundational documents (i.e. bylaws, Vision, Mission, etc.). There was also discussion around EPL/Friends volunteers. Friends Board Chair Steve Joyce indicated that it is EPL volunteers that work at the Books2Sort and Books2Buy as both are considered EPL events. The Friends role is having Board members volunteer as committee liaisons. The Friends Treasurer, Marilyn Nichols reported that casino monies cannot be used to purchase the CD's and bags for the Welcome Baby project as these items are classed as giveaways. She and Steve Joyce will investigate this further.

Jay Ball noted that the Friends are going through a period of regrowth and have the opportunity to review and redefine their mandate. Pilar Martinez indicated that she and Tina Thomas met with Steve Joyce and Joan Welch to discuss this issue. A follow up meeting will be held sometime in the New Year.

Moved by Jay Ball, Seconded by Sherrill Johnson.

That the Friends of the Library verbal report be received as information.

**CARRIED**

### 7c) Netspeed Conference

Miranda Jimmy was pleased to have the opportunity to attend the conference and noted that she was the only Trustee there and heard a number of times how EPL is a leader in service and programming. She found all the sessions interesting and attended the one co-presented by EPL and the Red Deer Public Library called "It's Alive? A Makerspace is Born". Another session of note was presented by members of Protospace, a non-profit organization that started out as a "social club for geeks" to a viable workspace that encourages collaboration and innovation. One member built his own 3D printer.

Moved by Jeff Reynolds, Seconded by Sherrill Johnson.  
That the Netspeed Conference report be received as information.

**CARRIED**

## **8. IN CAMERA**

- 8a) Services Agreement
- 8b) Collective Bargaining
- 8c) 2014 Operating Budget

Moved by John McDonald, Seconded by Jeff Reynolds.  
That the meeting move *in camera* to discuss:  
- Service Agreement  
- Collective Bargaining  
- 2014 Operating Budget

**CARRIED**

The meeting moved *in camera* at 6:25 p.m.

Moved by John McDonald, Seconded by Jeff Reynolds.  
That the meeting move *out of camera*.

**CARRIED**

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

Moved by Jeff Reynolds, Seconded by Michael Janz.  
That the meeting move *out of camera*.

**CARRIED**

## **9. ADJOURNMENT**

The meeting adjourned at 6:41 p.m.