

# MINUTES

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## EDMONTON PUBLIC LIBRARY BOARD

Tuesday, February 9, 2016 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. Brian Heidecker  
Mr. Jay Ball  
Ms. Miranda Jimmy  
Dr. Sherrill Johnson  
Mr. Nazir Mulji  
Mr. Jeff Reynolds  
Ms. Jill Scheyk

**Staff:** Ms. Pilar Martinez, Chief Executive Officer  
Mr. Gastone Monai, Chief Financial Officer  
Mr. Mike Lewis, Director, Human Resources Services  
Tina Thomas, Director, Marketing and Fund Development  
Emmy Stuebing, Associate Director, Fund Development

**Guests:** Diana Davidson, Director of Public Library Services Branch,  
Municipal Affairs

**Regrets:** Cllr Ben Henderson  
Fern Snart

**Recording Secretary:** Ms. Caroline Shield

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### 1. CALL TO ORDER / PRESENTATION

Chair Ellen Calabrese-Amrhein called the meeting to order at 5:25 p.m. and welcomed guest, Diana Davidson, Director of Public Library Services Branch, Municipal Affairs to the meeting.

- 1a) Diana Davidson updated trustees on recent activities from the Public Library Services Branch including a meeting of major stakeholders with the Minister of Municipal Affairs, Danielle Larivee, on February 13, 2016. Diana also shared that the Minister is interested in libraries as community hubs, addressing gaps and increasing equity in the provision of services. Reference was made to the success of the ME Libraries project, which has expanded across the province, and issues that some libraries face in the way that provincial operating grants are calculated. Diana indicated that

one of the government's current priorities is to better serve First Nations communities. Diana responded to questions from trustees.

## **2. ADOPTION OF AGENDA**

Moved by Jay Ball. Seconded by Brian Heidecker.

That the agenda be approved with the following amendments:

- Consent Item 6f) Anthology Report be moved to New Business 5j) and that New Business Item 5j) Year-in-Review Presentation be moved to 5k)

**CARRIED**

## **3. ADOPTION OF MINUTES**

Moved by Nazir Mulji, Seconded by Miranda Jimmy.

That the minutes of the December 1, 2015 Board meeting be approved with the following amendment:

- That Cllr Henderson's attendance be included in the list of those present at that meeting.

**CARRIED**

## **4. BUSINESS ARISING FROM THE MINUTES**

There were no outstanding items identified.

## **5. NEW BUSINESS**

- 5a) Statement of Operations/Capital/Deferred Revenues/Accumulated Surplus and Investments as of December 31, 2015

Gastone Monai reviewed the report included in the Board package. It was recommended that the surplus of \$1.3 million, primarily due to delays in key projects, be allocated as follows: \$591,000 for eplGO McConachie fit-up, \$187,000 for IT Infrastructure Renewal and \$569,000 for the Milner Library Renewal Project. Nazir Mulji enquired as to the reason for the surplus in the eplGO McConachie project. Gastone Monai explained that due to longer than anticipated negotiations on the lease agreement, the fit-up of the new library branch was delayed to 2016.

The Capital Budget was underspent by \$19.3 million due to delays in Milner, Capilano and Calder building projects. Any unused funds will be carried over to complete the projects. Ellen Calabrese-Amrhein enquired as to whether EPL will benefit from lower construction costs that might be available due to the poor economy. Gastone Monai stated that the City Project consultants have shared that one project's construction costs have come in 20% lower than originally budgeted.

Gastone Monai reviewed the deferred revenues statement and indicated that there is little change in the balance of Deferred Revenues from January 2015 to December 2015. Additions to the restricted funds were offset by spending for projects such as Welcome Baby and Literacy Vans.

Gastone Monai reviewed the Accumulated Surplus statement and provided an overview of the key components included in the surplus account. In addition, he reviewed Executive Team's recommendations which identified the transfer of \$2.7 million in funds to the Milner Library Renewal Project. Nazir Mulji enquired about the motivation behind transferring savings from the operational results and accumulated surplus amounts into the Milner Project. Gastone explained that, in line with previous Board approval, the target for unrestricted reserves should be 1% of budgeted expenditures, and with the current amount of funds held in reserves being in excess of this target, a recommendation to transfer these funds to the Milner Library Renewal Project is being made to the Board.

Brian Heidecker enquired about the ongoing funding from the City of Edmonton for Welcome Baby. Gastone confirmed that donations will fund Welcome Baby for 2016 and 2017 and starting in 2018, City funding will be used for this program.

Referring to investments, Gastone reported that EPL's investment returns were outperforming the City of Edmonton short term investments with an effective interest rate of 1.1% in flexible GICs and 1.41% in a fixed GIC with a maturity date of November, 2018.

Moved by Jeff Reynolds, Seconded by Jay Ball.

That the Statement of Operations / Capital / Deferred Revenues / Accumulated Surplus and Investments as of December 31, 2015, be received as information.

**CARRIED**

5b) Stanley A. Milner Revitalization Update

Pilar Martinez shared a presentation about the revitalization of the Milner Library and responded to questions from trustees.

5c) Stanley A. Milner Capital Campaign Update

Emmy Stuebing shared a presentation and confirmed that the fundraising campaign is very positive and continues to grow through sponsorships, direct mail campaigns, online and in branch giving and the identification of a number of potential donor prospects. Brian Heidecker noted that any names of donors discussed should remain confidential. Brian also added that trustees should lead by example by making personal donations as this is often a question asked by donors. Emmy Stuebing responded to questions from the trustees.

- 5d) Draft of “Milner Library Renewal and Upgrades – Partner Funding Report” to Community Services Committee.

Pilar referred to the report included in the Board package and responded to questions from trustees.

Moved by Jay Ball. Seconded by Miranda Jimmy.

That the “Milner Library Renewal and Upgrades – Partner Funding Report” to Community Services Committee be provided to the February 22, 2016 City Council Community Services Committee as presented.

**CARRIED**

- 5e) Fund Development 2015 Year-End Report  
See 5c)

- 5f) Nomination process for Chair, Vice-Chair and Committee Chairs

Miranda Jimmy expressed concern that in previous nominations and elections, her perception was that the process was not open and transparent. Jeff Reynolds agreed that in his view this was not intentional but that there is currently little structure to the process. Discussion followed and a new process will be developed and proposed to the Board by the Governance and Nomination Committee at the March 8<sup>th</sup> Board meeting where all trustees will have the opportunity to comment.

- 5g) Peer to Peer Discussion – Next Steps

Discussion took place regarding the peer to peer discussion. Brian Heidecker proposed that the first part of the discussion should include the CEO and the second part should be trustees only. Ellen Calabrese-Amrhein agreed to speak with Pilar Martinez to clarify further.

- 5h) Annual Report of Public Libraries for PLSB, Alberta Municipal Affairs

Pilar Martinez referred to the report included in the Board package and responded to questions from trustees. Discussion followed and Nazir Mulji asked how the information was used and whether the information could be compared with other similar libraries. Diana Davidson indicated that it is possible to share Calgary Public Library’s report. Diana also explained that the information was used as part of PLSB’s high level statistical information and to inform ministers when speaking at local events.

Moved by Nazir Mulji. Seconded by Jill Scheyk.

That the Annual Report of Public Libraries for PLSB be approved.

**CARRIED**

5i) Meeting Schedule 2016-2017

Ellen Calabrese-Amrhein referred to the meeting schedule that had been distributed at the start of the meeting. It was agreed that Administration would add the key activities to the calendar and that a decision as to future meeting dates would be deferred until the March Board meeting.

5j) Anthology Report

Miranda Jimmy enquired if there were any plans to change the name from Friends of EPL to Anthology. Jill Scheyk confirmed that there are no plans to change the name as Friends of EPL (FEPL) is the legal name of this group and Anthology is a program of FEPL.

Moved by Miranda Jimmy. Seconded by Sherrill Johnson.

That the Anthology report be received as information with the amendment of the title.

**CARRIED**

5k) Year in Review Presentation

Pilar Martinez shared EPL's Year in Review video. Positive comments were received from trustees about the achievements in 2015.

Moved by Brian Heidecker. Seconded by Jeff Reynolds.

That the Year in Review presentation be received as information.

**CARRIED**

## **6. CONSENT ITEMS**

- 6a) Chair's Report
- 6b) CEO's Report
- 6c) 2016 – 2018 Operating Budget
- 6d) 2016 Library Conferences – Trustee Attendance
- 6e) Alberta Library Trustees Association Report
- 6g) Business Plan Report Card
- 6h) Governance & Nomination Committee – January 21, 2016
- 6i) HR & CEO Performance Management Committee – January 25, 2016
- 6j) Finance & Audit Committee – January 19, 2016

Moved by Brian Heidecker. Seconded by Jeff Reynolds.

That all Consent items be received as information.

**CARRIED**

**8. NEW INQUIRIES**

There were no new enquiries.

**9. IN CAMERA**

There were no in-camera items.

**10. ADJOURNMENT**

The meeting adjourned at 7:35pm