

# MINUTES

## EDMONTON PUBLIC LIBRARY BOARD

Tuesday, February 5, 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  
Mrs. Kate Freeman (via teleconference)  
Councillor Don Iveson  
Ms. Miranda Jimmy  
Dr. Sherrill Johnson  
Mr. John J. McDonald III, Vice-Chair  
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, Mr. Michael Janz, Ms. Pilar Martinez

**Recording Secretary:** Ms. Therese McAuley

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### 1. CALL TO ORDER

Chair Ellen Calabrese-Amrhein called the meeting to order at 5:30 p.m.

### 2. PRESENTATIONS

2a) Linda Cook introduced Peter Maguire, Community Led Intern Librarian who made a presentation on *Why Don't We Just Ask Them?: Identifying the Top Five Barriers to Library Access for Underserved Edmonton Communities*. Peter Maguire thanked the Board for the opportunity to provide an overview of his project.

Peter Maguire left the meeting at 6 p.m.

2b) The Year-In-Review video was shown.

Kate Freeman was connected via teleconference at 6:05 p.m.

### **3. ADOPTION OF AGENDA**

That the following be added under New Business – Motion for Retroactive Leave of Absence for Trustee Michael Janz.

Moved by Sherrill Johnson, Seconded by Jeff Reynolds.  
That the agenda be approved as amended.

**CARRIED**

### **4. ADOPTION OF MINUTES**

Moved by John McDonald, Seconded by Nazir Mulji.  
That the minutes of the January 15, 2013 Board meeting be approved as amended.

**CARRIED**

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

There were no items brought forward.

### **6. NEW BUSINESS**

#### **6a) Annual Report of Public Libraries**

Linda Cook referred to the report included in the Board package and indicated that the Annual Report of Public Libraries is part of the provincial annual operating grant process. She provided a brief overview on the report and covered some of the differences between the 2011 and 2012 report. In response to John McDonald's inquiry, Linda Cook responded that there has been a slight decrease in circulation in some of the other branches. She indicated that the final circulation numbers by branch for 2012 is now available and would be posted to the Board's website for their information. Sherrill Johnson noted that there are a number of significant changes and Linda Cook indicated that this data will be used in the Strategic Plan discussions.

Moved by Jeff Reynolds, Seconded by Miranda Jimmy.  
That the Board approve the Edmonton Public Library's 2012 Annual Report submission to the Public Library Services Branch, Alberta Municipal Affairs.

**CARRIED**

#### **6b) Statement of Operations, Capital and Deferred Revenues - December 31, 2012**

Gastone Monai referred to the report included in the Board package and noted that the operating and capital reports provide a comparison of the approved budget and actual financial results for 2012. The report also

provides explanations for any significant differences between the budget and actual results. This financial report will be used as a basis in developing the EPL financial statements which will be used by the auditors. He provided a brief overview of the operating and capital budgets and deferred revenues.

Gastone Monai reported that EPL has an excess of revenues over expenses in the amount of \$1.9 million (4.0%) compared to the overall operating budget of \$46.1 million. He noted that this is an unusual year and typically EPL does not have large surpluses. A large part of the 2012 surplus is attributable to vendor delays in delivering library material (\$1.0 million), delays in capital projects (\$0.2 million in desktop replacement and furniture), personnel costs savings due to higher than expected position vacancies (\$0.3 million), lower material, equipment and service costs (\$0.3 million), and higher revenues (\$0.1 million). He indicated that the \$1.9 million is required in 2013 to either fulfill existing commitments for purchases, fund the completion of EPL projects currently underway and to mitigate financial risks in 2013.

**EPL Commitments in 2013**

Library Materials	\$1,005,537
EPL Projects	213,000

**Administrative Recommendations**

Centennial Celebrations	140,875
Centennial Projects	145,336
Membership Contingency	176,232
Milner Renovations	95,000
Personnel Costs	175,000

Moved by John McDonald, Seconded by Jeff Reynolds.

That the meeting move *in camera* to discuss the Personnel Costs surplus budget allocation.

**CARRIED**

The meeting moved *in camera* at 6:24 p.m.

Moved by John McDonald, Seconded by Sherrill Johnson.

That the meeting move *out of camera*.

**CARRIED**

The meeting moved *out of camera* at 6:27 p.m.

Nazir Mulji asked about the rationale of having a contingency for the Membership fee. Gastone Monai noted that there are plans in place to obtain corporate sponsorship to cover the membership fee and the contingency would only be used to cover any fundraising shortfalls. In response to Miranda Jimmy's inquiry concerning the Library Materials

contingency, Gastone Monai noted that this is required as the material was ordered but not received in 2012.

Moved by Miranda Jimmy, Seconded by Nazir Mulji.

That the Board approve the following:

- 1) The Statement of Operations, Capital and Deferred Revenue for December 31, 2012 be received as information.
- 2) That \$1,950,980 in 2012 excess revenues over expenses be designated for use as described in the report and recorded in Accumulated Surplus as Reserves for Future Expenditures.

**CARRIED**

6c) Centennial Celebration Update

Linda Cook noted that an updated Centennial Project Plan and Budget is included in the Board package as well as a document outlining the Centennial key messages, a list of scheduled events and a summary of Branch Exterior Design Pieces. In response to Nazir Mulji's inquiry, Linda Cook indicated that special library cards are being produced and due to the overwhelming response by customers they will be in black. Ellen Calabrese-Amrhein referred to the key message – *Pay it forward so library cards can be free for years to come* and felt that this was an excellent way of asking for donations. Linda Cook noted that staff are very excited and supportive of any activities supporting the free membership.

6d) Alberta Library Trustees Association (ALTA) Report

Sherrill Johnson reported that she participated in the first meeting which was held in January by video conference. A meeting between the Library Association of Alberta (LAA) and ALTA has been scheduled for February 9 to discuss the Alberta Library Conference. She will be one of the ALTA representatives attending the meeting. The ALTA Board has decided that they will work on re-engaging the membership. They are hoping to do a survey sometime in February/March and she indicated that she is involved in this project.

6e) Motion for Retroactive Leave of Absence for Trustee Michael Janz

Chair Ellen Calabrese-Amrhein stated that Michael Janz has submitted a formal request for a leave of absence from Board duties until April 1, 2013 which is when his course work would be completed. She noted that due to extenuating circumstances he had not attended the November, December 2012 and the January, February 2013 meetings. The Board discussed the situation and it was agreed that instead of approving a leave, Michael Janz's absence from the November, December 2012 and January 2013 meetings would be excused. It was felt that his participation in the

upcoming External Committee meeting and the Strategic Plan planning sessions was important and that approving a leave from Board duties until April 1 was not beneficial to the Board as a whole. However, as specified in the Libraries Act regarding missing three consecutive meetings, his absence from the February Board meeting would constitute as the first missed meeting. It was also agreed that the Board Chair address the issue of his continued commitment to the EPL Board.

Moved by John McDonald, Seconded by Don Iveson.

That, due to extenuating circumstances, the Board retroactively approve Michael Janz's absence from the November, December 2012 and January 2013 Board meetings.

**CARRIED**

## **7. CONSENT ITEMS**

- 7a) Chair's Report
- 7b) CEO's Report
- 7c) Internal Committee Report
- 7d) External Committee Report
- 7e) Friends of the Library Report
- 7f) City Council Update

Moved by Jeff Reynolds, Seconded by Sherrill Johnson.

That the Consent Items 7a) to 7f) be received as information.

**CARRIED**

## **8. IN CAMERA**

- 8a) Procurement Item

Moved by Jeff Reynolds, Seconded by Nazir Mulji.

That the meeting move *in camera* to discuss the Procurement item.

**CARRIED**

The meeting moved *in camera* at 7:15 p.m.

Moved by John McDonald, Seconded by Sherrill Johnson

That the meeting move *out of camera*.

**CARRIED**

The meeting moved *out of camera* at 7:25 p.m.

## **9. NEW INQUIRIES**

There were no new inquiries.

## **10. ADJOURNMENT**

The meeting adjourned at 7:26 p.m.