

EDMONTON PUBLIC LIBRARY BOARD

Tuesday, June 4, 2013, 5:30 p.m.
Stanley A. Milner Library
3rd Floor Boardroom

ATTENDANCE:

Board: Mrs. Ellen Calabrese-Amrhein, Chair
Mr. John J. McDonald III, Vice-Chair
Mr. Jay Ball
Mrs. Kate Freeman
Councillor Don Iveson
Mr. Michael Janz
Ms. Miranda Jimmy
Mr. Nazir Mulji
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: Dr. Sherrill Johnson

Recording Secretary: Ms. Therese McAuley

1. CALL TO ORDER/INTRODUCTIONS

Chair Ellen Calabrese-Amrhein called the meeting to order at 5:30 p.m. and welcomed Coby Benoit, Fund Development Manager and Peter Schoenberg, Manager, Digital Literacy and Web Services.

Coby Benoit thanked the Board for the opportunity to speak to them and provided a brief overview of her background. She has reviewed the donation trends from 2010 to 2013 and is continuing to work on the fundraising strategies for the Centennial projects. Other projects being worked on are: a review of the fundraising software, on-line promotions, staff training, the Centennial Fundraising Committee, corporate sponsorship and grants.

Coby Benoit left the meeting at 5:45 p.m.

Peter Schoenberg provided an update on the EPL Centennial Timeline Web Site that has been developed in partnership with the University of Alberta's Humanities Computer (HUCO) and Comp Sci classes. The HUCO student's project was to create an interactive user experience with social functionality that will highlight and integrate the core values and services of EPL. The Comp Sci students took the concept and developed the web site. The HUCO student's put in approximately 1,560 hours and Comp Sci student's just over 1,000 developer hours. He indicated that one of the challenges was working within the students' schedules and course loads and the class timelines. Utilizing the students provided a different perspective and the web site was developed on a new platform. He noted that the web site was just turned over and the site should be launched sometime in September.

Peter Schoenberg left the meeting at 5:55 p.m.

2. ADOPTION OF AGENDA

That the following be exempted from Consent Items and moved to New Business – City Council Update Report.

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

CARRIED

3. ADOPTION OF MINUTES

Moved by John McDonald, Seconded by Jeff Reynolds.
That the minutes of the April 2, 2013 Board meeting be approved as amended.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

There were no items brought forward.

5. NEW BUSINESS

5a) Internal Committee Report

Kate Freeman referred to the report included in the agenda package and reviewed the draft wording for the Trustee Leave of Absence. Don Iveson inquired why the Trustee would not receive any communication during their leave. Kate Freeman indicated that the basis for a leave would be due to the fact that the Trustee does not feel that they can adequately fulfill their duties and as such continued communication would be an interruption to the purpose of the leave. It was agreed that it only needed to be stated that the Trustee would retain access to the Board website so that they can keep up-to-date on their own terms. It was also agreed that it should be included that the Board Chair would meet with the Trustee for a brief orientation prior to their return.

Moved by Kate Freeman, Seconded by Nazir Mulji.

That the Board approve the wording for the Trustee Leave of Absence as amended.

CARRIED

Chair Ellen Calabrese-Amrhein referred to the CEO's Future Directions document and Jeff Reynolds provided an overview of the process for the CEO's 2012 performance evaluation. Kate Freeman indicated that the process for 2013 will be different as the Business Plan is currently being developed and will result in changes to the CEO's Future Directions document. Ellen Calabrese-Amrhein indicated that for the 2013 performance review, Trustees will be provided with the Future Directions 2012 year-end report as well as the 2013 revised document. Don Iveson referenced the "Act as a catalyst for Learning, Discovering and Creating" strategy and the fact that it is about the City of Learners Initiative. He noted that a report was received by Council's Community Services Committee on May 28 where it is recommended that EPL serve as the "home" of this coalition. He stated that all the members and City Council are pleased that EPL has taken on this role.

Moved by Jay Ball, Seconded by Michael Janz.

That the Board accept the CEO's Future Directions document as presented.

CARRIED

Moved by Kate Freeman, Seconded by Miranda Jimmy.

That the Board receive the Internal Committee report as information.

CARRIED

5b) 2014-2016 Operating Forecast

Gastone Monai referred to the report included in the Board package and noted that as part of the annual planning and budget process, all civic programs, boards and authorities have been asked to develop a three year operation forecast to assist City Administration in developing a funding guideline recommendation for the next year's operating budget. These recommendations will be presented by City Administration at the June 6 Council meeting. The City Administration's report will highlight the proposed budget process, the three year forecast information on key changes to revenues and expenses, and considerations for a tax increase target.

Gastone Monai noted that due to an error in the City Budget templates a number of the percentages in the report are incorrect. To ensure an accurate official record the incorrect report will be replaced with the revised report in the June 4, 2013 Board package. Gastone reviewed the the EPL forecasts for 2014 to 2016. Jay Ball noted that the membership revenue

has been added back in for 2014 and inquired when the Board would be discussing this possibility of continuing the free membership. Gastone Monai indicated that this would be brought forward for discussion in September. Kate Freeman asked if there was a possibility of some other type of grant that could be used to maintain the Safe Communities program. Linda Cook noted that the grant program has been totally cancelled but due to the value of this program EPL is requesting funding to continue the service. Jay Ball suggested that this program could be one of the items that Fund Development could promote as a donation opportunity. In response to Don Iveson's inquiry, Pilar Martinez indicated that underserved communities would be those areas that do not have any physical structure within a certain distance. Linda Cook indicated that one of the areas being looked into is the Enoch Cree Nation.

Moved by Jeff Reynolds, Seconded by John McDonald.

That the Board approve the proposed 2014-2016 Operating Forecast for use in the development of the 2014 Budget.

CARRIED

5c) Canadian Code of Volunteer Involvement (CCVI)

Pilar Martinez referred to the report included in the Board package and noted that it is Volunteer Coordinator Suzuanne Burwash's recommendation that EPL endorse the Canadian Code of Volunteer Involvement which is recognized Canada-wide. In response to Don Iveson's inquiry, Pilar Martinez indicated that there will some changes required to the administrative procedures but nothing to the Board policies. Being a member of this will also allow EPL to recruit volunteers through the 211 site. She noted that EPL has used volunteers for a number of years but are ready to increase volunteer involvement.

In response to Michael Janz's inquiry, Mike Lewis indicated that EPL will continue to work with the Union on the volunteer activities and ensure that it is not something that would normally be done by a staff member. Nazir Mulji inquired about the organization standards and Pilar Martinez noted that the CCVI has components on risk management and quality assurance. Gastone Monai indicated that currently the Trustees and volunteers are covered under EPL for worker's compensation benefits. Kate Freeman asked if the Friends of the Library would be considered a part of the CCVI. Pilar Martinez indicated that this will need to be checked into and discussed with the Friends.

Moved by Jay Ball, Seconded by Kate Freeman.

That the Board endorse EPL becoming a member of the Canadian Code for Volunteer Involvement.

CARRIED

- 5d) City Council Update
In response to Nazir Mulji's inquiry, Don Iveson indicated that this is a standing item for him to utilize if he has anything to report that is not already covered under a regular agenda item.

6. CONSENT ITEMS

- 6a) Chair's Report
- 6b) CEO's Report
- 6c) External Committee Report
- 6d) Metro Edmonton Federation Report
- 6e) Friends of the Library Report
- 6f) Alberta Library Trustees Association Report
- 6g) City Council Update
- 6h) Security Report – 2012 Year In Review
- 6i) Statement of Operations/Capital/Deferred Revenue as of April 30, 2013

Moved by Michael Janz, Seconded by Miranda Jimmy.
That the Consent Items 6a) to 6i) be received as information.

CARRIED

7. NEW INQUIRIES

Don Iveson inquired on the standing of the Trustees Handbook and who is responsible for the maintenance. He suggested that even if the Trustees Handbook is an informal depository of information, it should fall under a Committee's responsibility and be reviewed on a regular basis. Michael Janz noted the the school board has a similar manual and it is reviewed every three years. It was agreed that the responsibility of the Trustees Handbook be added to the Internal Committee's work plan with a full review being done every two years.

8. IN CAMERA

- 8a) Milner Recladding – Update

Moved by Michael Janz, Seconded by Don Iveson
That the meeting move *in camera* to discuss the update on the Milner Recladding.

CARRIED

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

Moved by John McDonald, Seconded by Michael Janz
That the meeting move *out of camera*.

CARRIED

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

9. ADJOURNMENT

The meeting adjourned at 7:26 p.m.