

MINUTES

EDMONTON PUBLIC LIBRARY BOARD

Tuesday, June 9, 2015, 5:30 p.m.
Stanley A. Milner Library
(3rd Floor Boardroom)

ATTENDANCE:

Board: Mrs. Ellen Calabrese-Amrhein, Chair

Mr. Brian Heidecker

Councillor Ben Henderson

Ms. Miranda Jimmy

Dr. Sherrill Johnson

Mr. Nazir Mulji

Mr. Jeff Reynolds

Ms. Jill Scheyk

Dr. Fern Snart

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. Jay Ball

Recording Secretary: Ms. Therese McAuley

1. CALL TO ORDER

Chair Ellen Calabrese-Amrhein called the meeting to order at 5:30 p.m. and welcomed new Trustees Jill Scheyk and Fern Snart.

2. ADOPTION OF AGENDA

Moved by Miranda Jimmy, Seconded by Nazir Mulji.
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES

Moved by Nazir Mulji, Seconded by Jeff Reynolds.
That the minutes of the April 14, 2015 Board meeting be approved as amended.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

There were no outstanding items identified.

5. NEW BUSINESS

5a) Board Meeting Schedule - 2015-2016 Term

Chair Ellen Calabrese-Amrhein referred to the report included in the Board package. There were no issues brought forward with respect to the proposed dates.

Moved by Brian Heidecker, Seconded by Miranda Jimmy.
That the Board Meeting dates for the 2015-2016 Term be approved as submitted.

CARRIED

5b) External/Internal Committees - 2015-2016 Term

Chair Ellen Calabrese-Amrhein referred to the report included in the Board package which outlines the committee membership for the 2015-2016 term. The Committee Chair and the remainder of the meeting dates will be determined at the September meetings.

5c) External Committee Report

Committee Chair Miranda Jimmy referred to the report included in the Board package. She noted that the Committee reviewed two Board policies - Access to Political and Election Information, B2011 and Meeting Rooms, B-2008. In both instances there were a few minor changes mostly to ensure that they reflect current practice.

Moved by Miranda Jimmy, Seconded by Sherrill Johnson.
That the Board policy Access to Political and Election Information, B-2011 be approved as amended.

CARRIED

Moved by Miranda Jimmy, Seconded by Jeff Reynolds.
That the Board policy Meeting Rooms, B-2008 be approved as amended.

CARRIED

Miranda Jimmy noted that the Committee reviewed the 2014-2015 External Committee work plan and made a few revisions to the year-end summary.

Moved by Miranda Jimmy, Seconded by Sherrill Johnson.
That the May 21, 2015 External Committee report be approved as information.

CARRIED

5d) 2014 Employment Engagement Survey

Mike Lewis referred to the presentation document included in the Board package and noted that EPL conducts a survey every five years. For the 2014 survey EPL hired TalentMap Employee Engagement, the same firm used by the City of Edmonton. EPL was benchmarked against other public sector firms. Due to the switch in firms a number of the questions are not the same and some were dropped, which does not allow for comparisons with the last survey. Moving forward there will be strong comparative data available. He noted that the survey period was November 4 to 19 and the response rate was 77%. In comparison the Public Sector response rate is in the 60% range and the City's 2014 response rate was 62%.

He noted that the following were the top areas:

Strengths:

- Understanding customer services as a primary focus at EPL.
- Pride in working for EPL.
- Strong feeling of teamwork and cooperation in EPL.

Opportunities:

- Healthy and safe working environment.
- Career opportunities.

He noted that EPL executive were already aware of the two opportunity issues identified and they are being addressed.

5e) Public Consultation Process

Pilar Martinez referred to the document included in the Board package and indicated that this process was used for Milner and is the template of what will be used for any future public consultations/information sessions. Miranda Jimmy inquired why EPL is using a different process than the City. Using the same framework and terminology would be beneficial as citizens would have some recognition. She noted that it is very important to ensure that it is well communicated when feedback is being requested or if information is just being shared. Brian Heidecker noted that some flexibility in the process is required as each project is different. The important part is to be open and transparent.

5f) Statement of Operations, Capital, Deferred Revenue, Accumulated Surplus and Investments as of April 30, 2015

Gastone Monai reviewed the document included in the Board package. In response to Nazir Mulji's inquiry, Gastone Monai indicated that the Centennial Projects are reported as separate items as some donors specify where they want their funds to be applied. If a donation is not specified then it is allocated as required.

Moved by Miranda Jimmy, Seconded by Nazir Mulji.
That the Statement of Operations, Capital, Deferred Revenue,
Accumulated Surplus and Investments as of April 30, 2015 received as
information.

CARRIED

6. CONSENT ITEMS

- 6a) Chair's Report
- 6b) CEO's Report
- 6c) 2015 Employee Demographics - Highlights
- 6d) Fund Development - First Quarter 2015 Report

Moved by John McDonald, Seconded by Sherrill Johnson.
That the Consent Items 6a) to 6d) be received as information.

CARRIED

7. NEW INQUIRIES

There were no new inquiries.

8. IN CAMERA

Moved by Nazir Mulji, Seconded by Jeff Reynolds.
That the meeting move *in camera* to discuss:
8a) Priority List for EPL's New and Renovated Library Branches
8b) CEO Evaluation and Compensation Plan

CARRIED

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

Moved by Miranda Jimmy, Seconded by Nazir Mulji.
That the meeting move *out of camera*.

CARRIED

The meeting moved *out of camera* at 6:50 p.m.

8a) Priority List for EPL's New and Renovated Library Branches

Moved by Brian Heidecker, Seconded by Miranda Jimmy.
That the Board reaffirms the priority list for EPL's new and renovated
library branches report that was prepared June 2014.

CARRIED

8b) CEO Evaluation and Compensation Plan

Moved by Nazir Mulji, Seconded by Fern Snart.
That the existing contract with Conroy Ross be extended to include the
development of a CEO Evaluation Process.

CARRIED

Moved by Brian Heidecker, Seconded by Nazir Mulji.

That a Board Governance Structure review be conducted by Mike Percy.

CARRIED

All members of Administration left the meeting at 6:58 p.m.

Moved by Nazir Mulji, Seconded by Fern Snart.

That the meeting move *in camera* to discuss 8d) Human Resources Report.

CARRIED

The meeting moved *in camera* at 7:00 p.m.

Mike Lewis joined the meeting from 7:30 to 7:50 p.m.

Moved by Nazir Mulji, Seconded by Sherrill Johnson.

That the meeting move *out of camera*.

CARRIED

The meeting moved *out of camera* at 8:22 p.m.

9. ADJOURNMENT

The meeting adjourned at 8:23 p.m.