

EDMONTON PUBLIC LIBRARY BOARD

Tuesday, March 4, 2014, 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 Ben Henderson – via teleconference
Mr. Michael Janz
Ms. Miranda Jimmy
Dr. Sherrill Johnson
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

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 John Stelter and Taylor Rolheiser from KPMG.

2. ADOPTION OF AGENDA

Moved by Jay Ball, Seconded by Sherrill Johnson.

That the agenda be approved with the following amendments:

- New Business - Highlands Branch Closure (P. Martinez)
- New Inquiries - Board Recruitment Update

CARRIED

3. ADOPTION OF MINUTES

Moved by Nazir Mulji, Seconded by Jeff Reynolds.

That the minutes of the January 14, 2014 Board meeting be approved.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

Chair Ellen Calabrese-Amrhein noted that there were questions raised from the Board's discussion on the Fund Development presentation made by Tina Thomas at the January 14 meeting. Subsequent to the meeting, responses to the questions were sent to all Trustees via email.

5. NEW BUSINESS

5a) 2013 EPL Financial Statements

John Stelter thanked the Board for the opportunity to present the 2013 audited financial statements. Taylor Rolheiser reviewed the Audit Findings Report and noted that they have no matters to report. John Stelter acknowledged the excellent job done by management and the high quality of financial reporting. He noted, as in the past, they are in a position to offer an unqualified audit opinion and there is no Management Letter. Gastone Monai reviewed the 2013 audited financial statements and responded to questions from Trustees.

The Board requested information on what level of reserves should be maintained for EPL and information on what the City of Edmonton policies, procedures and practices are for their reserves. Gastone Monai indicated he would provide this information at the next Board meeting.

Moved by John McDonald, Seconded by Nazir Mulji.

That the Edmonton Public Library Board Audit Findings Report for the year ending December 31, 2013 be received as information.

CARRIED

Moved by Nazir Mulji, Seconded by Miranda Jimmy.

That the Board approve the Audited Financial Statements for the period ending December 31, 2013 as presented.

CARRIED

John Stelter and Taylor Rolheiser left the meeting at 6:10 p.m.

Ellen Calabrese-Amrhein noted that as part of the audit process the Board Chair is asked a number of questions and for the Board's information a copy of her responses have been provided. Linda Cook noted that the Auditors also meet with her and ask her similar questions.

5b) Annual Report of Public Libraries (Ratification of Vote)

Linda Cook noted that the following Motion was disseminated by email on February 12, 2014 to all Trustees for electronic voting. It was declared approved by majority vote on February 14, 2014. A mover and seconded is required to ratify the vote.

MOTION: That the Board approve the Edmonton Public Library's 2013 Annual Report submission to the Public Library Services Branch, Alberta Municipal Affairs.

Moved by Jeff Reynolds; Seconded by Sherrill Johnson.

5c) External Committee Report

Committee Chair Jeff Reynolds referred to the report included in the Board package. He noted that the Committee feels that membership with Imagine Canada would be beneficial as the addition of their logo does add value to fundraising materials. It was also agreed that there was no need to go through certification at this time as EPL already adheres to the Code through existing Board policies.

Moved by Jeff Reynolds, Seconded by Miranda Jimmy.

That the Board approve that EPL applies for membership with Imagine Canada.

CARRIED

The Committee also discussed the possibility of holding a special meeting with the Friends of the Library Board to provide an opportunity to strengthen relationships and to discuss the EPL Board's Strategic Goals and the administration's Business Plan. Pilar Martinez indicated that she and Tina Thomas met with Steve Joyce, President, and Joan Welch to share the Business Plan with them.

It was noted that there was a good turnout at the Friends AGM held on February 26 and Jared Tkachuk and David MacMain, two of EPL's Outreach Workers, gave a great presentation that was very well received.

Moved by Jeff Reynolds, Seconded by Nazir Mulji.

That the Board hold a special meeting be held with the EPL Board and the Friends Board sometime in the fall of 2014.

CARRIED

Moved by Jeff Reynolds, Seconded by John McDonald.

That the January 16, 2014 External Committee report be received as information.

CARRIED

5d) Internal Committee Report

Committee Chair Sherrill Johnson referred to the report included in the Board package. Gastone Monai provided a brief overview of EPL's risk management. Sherrill Johnson thanked Gastone Monai for the excellent report and commended him on the extent of the information provided and the way the report was organized. Ellen Calabrese-Amrhein noted that the information provided directly relates to some of the questions asked by the Auditors.

Moved by Sherrill Johnson, Seconded by Jeff Reynolds.

That the January 21, 2014 Internal Committee report be received as information.

CARRIED

5e) Statement of Operations, Capital, Deferred Revenues and Accumulated Surplus for December 31, 2013 (Ratification of Vote)

Linda Cook noted that the following Motions were disseminated by email on February 12, 2014 to all Trustees for electronic voting. It was declared approved by majority vote on February 14, 2014. A mover and seconded is required to ratify the vote. Gastone Monai provided a brief overview.

MOTION 1: That the EPL Administration work with City Administration in developing a proposal for reallocating capital budget funding to the Calder Library construction project.

Moved by Kate Freeman; Seconded by Nazir Mulji.

Ben Henderson disconnected from the meeting at 6:30 p.m.

MOTION 2: That the changes identified in EPL's Accumulated Surplus statement be approved.

Moved by John McDonald; Seconded by Kate Freeman.

5f) Board Development/Education Process and Budget

Ellen Calabrese-Amrhein noted that there had been a question about the Board's budget and how the funds are allocated, in particular for Board development/education. Gastone Monai provided an overview of the Board's budget. There was discussion around the current board development/education and memberships and if there were different things/opportunities. It was agreed the Alberta Library Conference still provides Trustees with the best opportunity for advocacy and networking. Linda Cook indicated that the premise for memberships or any sessions is based on how it benefits the Board as a whole. Further discussion on

other types of memberships (i.e. GELA) was referred to the External Committee and research different Board development/education opportunities (check with Calgary and Red Deer Public Libraries) was referred to the Internal Committee. It was also agreed that the Board be involved in the development of their 2015 budget.

- 5g) Appointment of Alberta Library Trustees Association Representative and Alternate for 2014-2015 Term

Chair Ellen Calabrese-Amrhein noted that a representative and alternate for the ALTA Board is required for the May 1, 2014 – April 31, 2015 term. Sherrill Johnson indicated that she would be willing to continue as the representative for an additional term. Nazir Mulji volunteered to be the alternate. A letter will be sent to ALTA letting them know who the EPL representatives are for the 2014-2015 term.

- 5h) Notice of Election

Chair Ellen Calabrese-Amrhein referred to the report in the Board package.

- 5i) Centennial Fundraising Advisory Committee – Update

Pilar Martinez noted that the inaugural meeting of the Centennial Fundraising Advisory Committee was held on January 24. Current members of the Advisory Committee are: Ellen Calabrese-Amrhein, Jay Ball, Dawn Fargery, Shannon Fitzsimmons, Chris LaBossiere, Margo Long, David Law, Maureen MacKay, Brent McDonough, Jared Smith, Joan Welch, Linda Cook, Pilar Martinez, Tina Thomas and Sandy Sereda. She noted that it was a very good meeting and all members are tasked with submitting names of “prospects”. Linda Cook indicated that a Chair needs to be appointed and it is hoped that this will be done at the next meeting.

- 5j) Highlands Branch – Closure Request

Pilar Martinez indicated that the construction of the Highlands Branch will be completed soon. The Board is being asked to approve the closure of the Highlands Branch for two weeks sometime between April 1 to May 15, 2014 to facilitate the move into the new building from the temporary location.

Moved by John McDonald, Seconded by Sherrill Johnson.

That the Board approve the closure of the Highlands Branch for two weeks sometime between April 1 to May 15, 2014 to facilitate the move into the new building from the temporary location.

CARRIED

6. CONSENT ITEMS

- 6a) Chair's Report
- 6c) CEO's Report
- 6c) Alberta Library Trustees Association Report

Moved by Miranda Jimmy, Seconded by Nazir Mulji.
That the Consent Items 6a) to 6c) be received as information.

CARRIED

7. NEW INQUIRIES

- 7a) Board Recruitment - Update

Miranda Jimmy inquired on the status of recruitment for the new Trustee. Ellen Calabrese-Amrhein noted that she had her meeting with Council's Community Services Committee on March 3. She provided an overview of what the Board was looking for and input on the shortlisted applicants.

8. ADJOURNMENT

The meeting adjourned at 7:05 p.m.