

EDMONTON PUBLIC LIBRARY BOARD

Tuesday, March 5, 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
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/INTRODUCTIONS

Acting Chair John McDonald called the meeting to order at 5:30 p.m. and welcomed John Stelter and Taylor Rolheiser from KPMG.

2. ADOPTION OF AGENDA

That the following be exempted from Consent Items and moved to New Business – CEO's Report.

Moved by Ellen Calabrese-Amrhein, Seconded by Jay Ball.
That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

Moved by Jeff Reynolds, Seconded by Nazir Mulji.

That the minutes of the February 5, 2013 Board meeting be approved as amended.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

There were no items brought forward.

5. NEW BUSINESS

5a) 2012 EPL Financial Statements

John Stelter thanked the Board for the opportunity to present the 2012 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 that they are in a position to offer an unqualified audit opinion and, as in the past, there is no Management Letter. He offered that this is the best comment that can be given.

Sherrill Johnson joined the meeting at 5:40 p.m.

Gastone Monai reviewed the 2012 audited financial statements and responded to questions from Trustees.

Moved by Michael Janz, Seconded by Ellen Calabrese-Amrhein.

That the Board approve the audited financial statements for the period ending December 31, 2012 as presented.

CARRIED

John Stelter and Taylor Rolheiser left the meeting at 5:55 p.m.

Rebecca Jones joined the meeting via Skype at 6 p.m.

5b) Strategic Planning Process

Rebecca Jones gave a brief overview of the agenda for the Thursday session. She indicated that one of the things that the Board will need to decide on is what criteria to use to determine which strategies are the "right" ones.

Rebecca Jones noted a decision is required from the Board on whether the Strategic Plan should be for 3 or 5 years. Linda Cook indicated that the previous Plan was for a 3 year period as it was felt the shorter

timeframe was better due to the rapid change in technology. Rebecca Jones noted that there are two ways to proceed. The first would be to have both the Strategic and Business Plans for 3 years or the second option would be to have the Strategic Plan for 5 years and the Business Plan for 3 years. A 5 year Strategic Plan would reflect a longer term vision and the Board could gauge its value by reviewing it on a regular basis to ensure that it still aligns with other "Plans". The supporting Business Plan would have a shorter timeline as it is the vehicle that needs to keep pace with the changes (economy, technology, etc.). In response to Jay Ball's inquiry, Pilar Martinez indicated that the Planning Team feels that a 5 year Strategic Plan and a 2 to 3 year Business Plan would work the best. Don Iveson noted that a 5 year Strategic Plan would be more in alignment with the Capital Projects timeline. The Board agreed, with the exception of Jeff Reynolds, to go with a 5 year Strategic Plan.

Rebecca Jones disconnected at 6:20 p.m.

5c) Employee Engagement Survey

Mike Lewis gave a presentation on the key results from the employee engagement survey which was conducted by Resinnova, an Alberta based marketing research and consulting firm. He noted that out of 559 employees invited to participate there were 450 completed interviews. The survey consisted of 36 agree-disagree questions which fell into seven major statistical groupings: supervisory supports, organizational supports, leadership supports, individual employee supports, performance management, co-worker supports and work-life balance. It was noted that the Executive Summary would be posted to the Board's website. In response to Jay Ball's inquiry, Mike Lewis noted that the City also conducts an employee survey and a comparison of similar questions would be provided.

5d) External Committee Report

Committee Chair Jeff Reynolds referred to the report included in the Board package. He noted that the Committee reviewed the three fundraising policies and is recommending a couple of minor changes to the Corporate Sponsorships and Gift Acceptance Board policies. There was also discussion around developing a Donor Recognition Program and Administration will report back on this item. As well, Administration will review the Ethical Fundraising and Financial Accountability Board policy to ensure that it aligns with the Image Canada principles.

Moved by Jeff Reynolds, Seconded by Kate Freeman.

That the Board approve the Corporate Sponsorships (C-4) Board policy as amended.

CARRIED

Moved by Jeff Reynolds, Seconded by Jay Ball.

That the Board approve the Gift Acceptance (G-1) Board policy as amended.

CARRIED

Moved by Jeff Reynolds, Seconded by Ellen Calabrese-Amrhein.

That the External Committee report be received as information.

CARRIED

- 5e) City of Edmonton – Survey of Boards re: Possible Change to Recruitment Timing and Term Dates

Linda Cook noted that the Office of the City Clerk is looking into the possibility of holding only one recruitment campaign in the Spring and eliminating the Fall campaign. If this change is approved all existing terms would be extended to April 30. The terms would then change from a calendar year, to commencing May 1 and ending April 30. They are asking for feedback from the Boards and Authorities that would be affected by this change. They believe that the change would provide Council with the time needed to meet with the Board Chairs and to interview applicants as the Fall Campaign is at the same time as budget discussions. The Board agreed that the change from a Fall to Spring campaign would have no ramifications and that this would be a good transition year as there are no openings in 2014.

- 5f) CEO's Report

Linda Cook asked for her report to be exempted so that she could provide the Board with some updates. She indicated that she met with Ellen Humphries who is the Acting CEO for the Calgary Public Library (CPL). Ellen Humphries indicated that the CPL Board is interested in meeting to discuss the Memorandum of Agreement (MOU). They are also looking for opportunities to collaborate with EPL and others. In response to Miranda Jimmy's inquiry, Linda Cook provided a brief overview of the history of the MOU with CPL. Ellen Calabrese-Amrhein was pleased that the CPL Board wants to revitalize the MOU.

Linda Cook announced that the Lt. Governor Donald Ethell, Premier Redford and the Minister of Municipal Affairs Doug Griffiths will be attending the Centennial Dinner being hosted by Stanley Milner at Government House on March 13.

6. CONSENT ITEMS

- 6a) Acting Chair's Report
- 6b) CEO's Report
- 6c) Friends of the Library Report
- 6d) Alberta Library Trustees Association Report
- 6e) City Council Update

Moved by Jeff Reynolds, Seconded by Sherrill Johnson.

That the Consent Items 6a) to 6e) be received as information.

CARRIED

7. NEW INQUIRIES

Don Iveson mentioned that he had stopped in at the new Jasper Place Branch. It is marvelous to see and was full of customers. He congratulated all the Library staff for a job well done.

8. ADJOURNMENT

The meeting adjourned at 7:05 p.m.