

## EDMONTON PUBLIC LIBRARY BOARD

Tuesday, October 15, 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  
Mr. John J. McDonald III, Vice-Chair  
Mrs. Kate Freeman  
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

**Regrets:** Mr. Jay Ball  
Councillor Don Iveson  
Dr. Sherrill Johnson  
Mr. Mike Lewis

**Recording Secretary:** Ms. Therese McAuley

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### 1. CALL TO ORDER/INTRODUCTIONS

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

- 1a) Kevin Kramers, Director of Facilities and Operations Division provided an update on the Library's capital projects. Highlands, Clareview, Meadows, Mill Woods and Calder.

Kevin Kramers left the meeting at 6 p.m.

- 1b) Pilar Martinez reported on the status of the Makerspace area and distributed some items that were created on the 3D printer.

Pilar Martinez gave a brief overview of the Leading From Any Position (LFAP) a core training program that has been offered since 2009. Initially the program was delivered by outside trainers but since 2012 it has been given by internal trainers. She indicated that the feedback from participants is very positive. A video featuring one of the internal trainers talking about how the training changed his perception and views was shown.

## **2. ADOPTION OF AGENDA**

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

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

**CARRIED**

## **3. ADOPTION OF MINUTES**

Moved by Nazir Mulji, Seconded by Kate Freeman.  
That the minutes of the September 10, 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**

Nazir Mulji referred to the report included in the Board package. He noted the Committee’s Terms of Reference were discussed and it was agreed that the wording needed to be more specific and more clearly reflect the Board’s expectations.

Moved by John McDonald, Seconded by Michael Janz.  
The the Board approve the following revised Terms of Reference.

The Internal Committee is responsible for:

- CEO Evaluation Process
- Board Development
- Review of existing policies (refer to Trustees Handbook – Section 2)
- Development of new policies as required.

**CARRIED**

Nazir Mulji noted that the Committee also reviewed the CEO’s Performance – Procedures and Timelines document and it was determined that no changes were required at this time. The discussion on Risk Assessment has been deferred until the October or November meeting.

The Committee discussed holding a Board development activity sometime in January or February and would like to know if Trustees are still interested and if anyone had any suggestions on possible topics. Ellen Calabrese-Amrhein noted that she had suggested Gerald Beasley the new Vice Provost and Chief Librarian at the University of Alberta to speak

about the future of libraries and leaders. It was also suggested that the head of the School of Library and Information Studies be asked to speak on the skills librarians will need in the future. It was agreed that a half day format would be sufficient. Ellen Calabrese-Amrhein noted that due to the Internal Committee's workload Jeff Reynolds, Chair of the External Committee, has agreed that the External Committee will take over this item.

Moved by John McDonald, Seconded by Michael Janz.

That the September 17, 2013 Internal Committee report be received as information.

**CARRIED**

5b) Statement of Operations, Capital and Deferred Revenues  
as of August 31, 2013

Gastone Monai referred to the report included in the Board package and noted that the Operating budget may be over-spent by \$28,000 by the end of the year. He noted that one key change made to the projection was that we lowered our expected expenditures on Welcome Baby but this will be offset by transfers from Reserves.

In response to John McDonald's inquiry about the possibility of closing with a balanced budget, Gastone Monai indicated Administration is working towards this goal. Ellen Calabrese-Amrhein asked if EPL has previously submitted an Operating budget with an over-expenditure. In response, Gastone Monai noted that the financial results have previously been balanced or under-spent.

Nazir Mulji referred to the difference between the projected donations and the actual. Gastone Monai noted that this difference is attributable to the delay in implementing the fundraising plans for the Centennial projects. With the delay, the donations are lower than anticipated which are offset by lower expenditures. A portion of this year's operational savings have been redirected to fund a literacy van that was planned to be funded through donations. Nazir Mulji inquired how this reduction of donation funds would be viewed by Council. Gastone Monai indicated that City Council focuses on the use of tax funding rather than EPL's donations and other funding.

Kate Freeman noted that there seems to be a number of vacancies and inquired if they will be filled or eliminated. Pilar Martinez noted that some of the vacant positions are due to the closures of Highlands and Jasper Place where some staff took leaves without pay. Gastone Monai indicated that key personnel savings are also attributable to reclassifications and savings from a management restructuring.

Gastone Monai reported that the Capital expenditures are lower than planned by \$20.1 million primarily due to delays in the Mill Woods, Clareview and Highlands branch construction projects. The Capital project financial projections are estimated at \$11.6 lower than planned and Administration is reviewing the opportunity to reallocate capital funding to complete EPL's next priority capital project. In response to Nazir Mulji's inquiry, Gastone Monai confirmed that these funds are set aside for EPL to use. The goal is to have this reallocation budget adjustment in place for some time in March. Typically in March the City reports to City Council on all Capital projects.

Moved by Kate Freeman, Seconded by Miranda Jimmy.

That the Statement of Operations and Capital as of August 31, 2013 be received as information.

**CARRIED**

5c) Municipal Election Candidate Information Sessions - Update

Chair Ellen Calabrese-Amrhein noted that a number of candidate information sessions have been held and provided an overview of some of the questions that have been raised by candidates. Linda Cook indicated that minutes are being taken at each session and once complete they will be posted to the Board's website. Miranda Jimmy mentioned how great the packages were that were handed out on Nomination Day but suggested that it would be more effective if the candidates were also engaged in conversation at the same time. Pilar Martinez indicated that it has already been determined that the individuals involved in handing out the packages need to be more proactive and engage the candidates in conversation.

5d) CEO's Report

Linda Cook reported that she attended the Fall Meeting of the Canadian Urban Libraries Council (CULC) recently held in Montreal. She provided a quick overview of what's happening across Canada. Overall a number of the CULC libraries are in the situation where they have a number of senior staff, many in their 70's, who are not retiring. She noted that EPL is not quite in that situation yet but there are a number of staff who are in their 50's and 60's. In response to Nazir Mulji's inquiry on EPL's staff demographics, Linda Cook noted that Mike Lewis is very strategic in his approach and this is already being examined as we want to be proactive, not reactive. Soleil Surette, the Assessment and Research Manager, is also involved.

Linda Cook also reported that EPL has received another bequest. This individual left 15% of her estate to EPL as well as 15% to CNIB.

## 6. CONSENT ITEMS

- 6a) Chair's Report
- 6b) CEO's Report
- 6c) Business Plan 2014-2016

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

**CARRIED**

## 7. NEW INQUIRIES

There were no new inquiries.

## 8. IN CAMERA

- 8a) Proposed 2014 Operating Budget

Moved by Nazir Mulji, Seconded by Kate Freeman.  
That the meeting move *in camera* to discuss the proposed 2014 Operating Budget.

**CARRIED**

The meeting moved *in camera* at 6:35 p.m.

Moved by Jeff Reynolds, Seconded by Nazir Muji.  
That the meeting move *out of camera*.

**CARRIED**

The meeting moved *out of camera* at 7:40 p.m.

Moved by John McDonald, Seconded by Jeff Reynolds.  
That the Board approve:

1. The 2014 Proposed Operating Budget as presented.
2. That the 2014 Budget Overview document be approved for use in the City of Edmonton budget documents provided to City Council and the public.

**CARRIED**

## 9. ADJOURNMENT

The meeting adjourned at 7:42 p.m.