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**EDMONTON PUBLIC LIBRARY BOARD**

Tuesday, September 9, 2014, 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 (via teleconference)  
Councillor Ben Henderson  
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

Regrets: Mr. Jay Ball  
Mr. Brian Heidecker

**Recording Secretary:** Ms. Therese McAuley

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**1. CALL TO ORDER**

Chair Ellen Calabrese-Amrhein called the meeting to order at 5:30 p.m. and welcomed Peter Maguire who worked on the identifying barriers project as an Intern in 2013 and is now the Community Librarian at Castle Downs.

Peter Maguire provided an update on progress of the recommendations from the EPL Barriers Study and responded to questions from the Trustees.

**2. ADOPTION OF AGENDA**

That the following be exempted from Consent Items and moved to New Business - Security Report - 2103 Year in Review.

Moved by Nazir Mulji, Seconded by Michael Janz.

That the agenda be approved as amended.

**CARRIED**

### **3. ADOPTION OF MINUTES**

Moved by Nazir Mulji, Seconded by Jeff Reynolds.

That the minutes of the June 3, 2014 Board meeting be approved as amended.

**CARRIED**

### **4. BUSINESS ARISING FROM THE MINUTES**

#### **4a) MacEwan University Lending Machine Usage (Inquiry by Nazir Mulji)**

Pilar Martinez referred to the report in the Board package. In response to Miranda Jimmy's inquiry Pilar Martinez noted that no target was established as this was the first lending machine situated on a University campus and there is no data available to provide a benchmark. She noted that it also has different capabilities (i.e. pick up of holds) than the Century Park transit centre lending machine. Pilar Martinez noted that the contract for the lending machine at MacEwan University is for a five year term. In response to Nazir Mulji, she indicated that currently no other campuses are being considered.

John McDonald connected via telephone at 6:05 p.m.

### **5. NEW BUSINESS**

#### **5a) Friends of the Library Report**

Chair Ellen Calabrese-Amrhein referred to the report included in the Board package and noted that Jay Ball, the Board's representative, was not able to attend the June 19 Friends planning workshop. She indicated that it is on the External Committee's work plan to discuss holding a joint meeting of the two Boards. In response to Nazir Mulji's inquiry, Linda Cook noted that strengthening and developing EPL's volunteers is included in her Future's document. With the hiring of a Volunteer Coordinator a volunteer database has been implemented and there has been a dramatic rise in the recruitment of volunteers. With respect to the Friends they have a very important role in holding book sales and managing the casinos, both of which bring in a substantial amount of money.

#### **5b) Statement of Operations/Capital/Deferred Revenue/Accumulated Surplus as of July 31, 2014**

Gastone Monai referred to the report in the Board package and provided a brief overview of the operations and capital budgets, the deferred revenue and accumulated surplus. In response to Nazir Mulji's inquiries Gastone Monai noted that due to a delayed start in the fundraising for the Welcome Baby and the Literacy Vans the estimated target for this period has not been reached. As well, the expenditures have also been a bit slower than anticipated. With respect to the delays in construction, Gastone Monai indicated that there are no cost increases as the contracts are at a set price.

Moved by Jeff Reynolds, Seconded by Sherrill Johnson.

That the Statement of Operations/Capital/Deferred Revenue/  
Accumulated Surplus as of July 31, 2014 be received as information.

**CARRIED**

5c) Security Report - 2013 Year in Review

Gastone Monai referred to the report included in the Board package. Nazir Mulji inquired if the increase in the security incidents is due to the change in the service provider. Gastone Monai indicated that the increase is due to a number of factors but noted that Security has been more proactive in dealing with situations. He confirmed that the numbers are based on the incidents handled by Security and noted that dealing with intoxicated customers is responsible for a portion of the increase. Pilar Martinez indicated that crime in the downtown area increased by 6% in 2013. In response to John McDonald's inquiry regarding comparative statistics with Calgary Public Library's downtown branch, Gastone Monai indicated that he would see what data they have that would be comparable.

In response to Nazir Mulji and Ellen Calabrese-Amrhein's inquiry regarding how staff are coping with this increase, Linda Cook indicated that training is provided to all staff which gives them with the necessary tools to deal with various situations. Having the Outreach Workers at Milner is also a major resource for staff. She also noted that Security works very hard at trying to deal with intoxicated individuals before they enter the library. Pilar Martinez noted that staff are very good at and comfortable dealing with the more "colourful" customers and asking them to alter their behaviour or leave.

Pilar Martinez noted Public Services and Finance and Facilities are going to conduct a review on how and what security information is being collected. In response to Ben Henderson's inquiry, Pilar Martinez noted that the research staff will be assisting and will help with the comparative data.

Moved by Michael Janz, Seconded by Nazir Mulji.

That the Security Report - 2013 Year in Review be received as information.

**CARRIED**

**6. CONSENT ITEMS**

- 6a) Chair's Report
- 6b) CEO's Report
- 6c) Centennial Fundraising Committee - Update

Moved by Jeff Reynolds, Seconded by Miranda Jimmy.

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

**CARRIED**

## 7. NEW INQUIRIES

Nazir Mulji requested an update on memberships since the free library card announcement.

## 8. IN CAMERA

Moved by John McDonald, Seconded by Miranda Jimmy.

That the meeting move *in camera* to discuss Management COLA and epIGO.

**CARRIED**

The meeting moved *in camera* at 6:30 p.m.

Moved by Sherrill Johnson, Seconded by Nazir Mulji.

That the meeting move *out of camera*.

**CARRIED**

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

a) Management COLA

It was agreed that the Management COLA Board Motion be reviewed every three years.

Moved by Miranda Jimmy, Seconded by Jeff Reynolds.

Notwithstanding extraordinary circumstances, an annual economic adjustment to the salary scales for the CEO, Management and out of scope staff will reflect the economic adjustment provided to the City of Edmonton management employees.

**CARRIED**

## 9. ADJOURNMENT

The meeting adjourned at 7:02 p.m.