

## EDMONTON PUBLIC LIBRARY BOARD

Tuesday, September 10, 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  
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

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### 1. CALL TO ORDER/INTRODUCTIONS

Chair Ellen Calabrese-Amrhein called the meeting to order at 5:35 p.m. and welcomed Soleil Surette, Manager, Assessment and Research and noted that Tina Thomas, Director of Marketing and Fund Development will also be attending and making presentation to the Board.

- 1a) Soleil Surette thanked the Board for the opportunity to provide an overview of some of the work done in her area. She noted that one of the main surveys held include an employee Activity Assessment. This survey has been held for the last five years and information is gathered during one week in August and one week in November. These activity assessments provide the EPL with the necessary data to ensure that staffing levels and job functions are appropriate. She highlighted the increase in memberships (new and renewal) with the free registration during EPL's Centennial.

Tina Thomas joined the meeting at 5:50 p.m.

Soleil Surette left the meeting at 6 p.m.

Don Iveson joined the meeting at 6:05 p.m.

- 1b) Tina Thomas provided an update on the Centennial Fundraising Committee and on the Municipal Election Strategy. With respect to the Municipal Election, Ellen Calabrese-Amrhein indicated that direction from City Clerk's clarified that Trustees can only be involved in any election activities as an individual and not as a representative of the Board. Jeff Reynolds indicated that Post Election strategy will be discussed by the External Committee.

Tina Thomas left the meeting at 6:45 p.m.

## **2. ADOPTION OF AGENDA**

That the following be exempted from Consent Items and moved to New Business – City Council Update Report.

Moved by Michael Janz, Seconded by Miranda Jimmy.  
That the agenda be approved as amended.

**CARRIED**

## **3. ADOPTION OF MINUTES**

Moved by Jay Ball, Seconded by Don Iveson.  
That the minutes of the June 4, 2013 Board meeting be approved.

**CARRIED**

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

In response to inquiries, Gastone Monai noted that membership fees and the Safe Communities program will be addressed as part of the budget discussion at the October Board meeting.

## **5. NEW BUSINESS**

- 5a) Extension of Chair and Vice Chair Positions

Chair Ellen Calabrese-Amrhein proposed that the Board discuss extending the terms of the current Chair, Vice Chair and Committee Chair positions from December 31, 2013 to April 30, 2014 so that they match the new terms which changed from being a calendar year to May 1 to April 30. It was agreed that the current terms be extended.

Moved by Jay Ball, Seconded by Nazir Mulji.  
The the Board approve the current Chair, Vice Chair and Committee Chair positions to be extended from December 31, 2013 to April 30, 2014.

**CARRIED**

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

Chair Ellen Calabrese-Amrhein noted that this item will now be dealt with under New Business instead of Consent Items. As fiscal responsibility is one of the Board's prime functions, this should be dealt with as a separate agenda item.

Gastone Monai referred to the report included in the Board package and reviewed the year end projections. In response to Kate Freeman's inquiry regarding the personnel savings, he indicated that this area is looked at carefully each year and adjusted accordingly. He noted that employee discounting is also reviewed each year. Don Iveson indicated that as long as Departments, Boards and Authorities are operating within their base budget Council does not look at reclaiming monies. He noted that the Library is trusted and known for its fiscal responsibility.

Don Iveson noted from Council's perspective as long as the department, board or authority is within their base budget and have efficiencies so that helps not needed as much growth and carry on operations.

Moved by Jeff Reynolds, Seconded by John McDonald.

That the Statement of Operations, Capital and Deferred Revenues as of July 31, 2013 be received as information.

**CARRIED**

5c) City Council Update

Don Iveson indicated that the quarterly Intergovernmental Report is on the September 18 Council Meeting agenda, which gives him the opportunity to provide a wrap-up report and relay, on behalf of the Library, any messages or information to City Council. Linda Cook indicated that this would be provided to him prior to the September 18 Council meeting.

**6. CONSENT ITEMS**

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

Moved by John McDonald, Seconded by Sherrill Johnson.

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

**CARRIED**

## 7. NEW INQUIRIES

Chair Ellen Calabrese-Amrhein, on behalf of the Trustees and the Executive thanked Don Iveson for his assistance, wisdom and strategic thought during his six year tenure with the Board, and presented him with a framed print of the Strathcona Library. Don Iveson thanked everyone and stated that the Library is very special to his family and to the City and he will continue to be a strong supporter.

## 8. IN CAMERA

8a) Personnel Issue

Moved by Michael Janz, Seconded by Kate Freeman.

That the meeting move *in camera* to discuss a personnel issue.

**CARRIED**

The meeting moved *in camera* at 7:10 p.m.

Administration left the meeting at 7:13 p.m.

Moved by Don Iveson, Seconded by Nazir Mulji.

That the meeting move *out of camera*.

**CARRIED**

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

## 9. ADJOURNMENT

The meeting adjourned at 8:02 p.m.