

MINUTES

EDMONTON PUBLIC LIBRARY BOARD

Tuesday, September 8, 2015, 5:30 p.m.

Stanley A. Milner Library
(3rd Floor Boardroom)

ATTENDANCE:

Board: Mrs. Ellen Calabrese-Amrhein, Chair
Mr. Brian Heidecker
Mr. Jay Ball
Ms. Miranda Jimmy
Dr. Sherrill Johnson
Mr. Nazir Mulji
Mr. Jeff Reynolds
Ms. Jill Scheyk
Dr. Fern Snart

Staff: Ms. Pilar Martinez, Chief Executive Officer
Mr. Gastone Monai, Chief Financial Officer

Guests: Dr. Michael Percy
Carol Belander, City Architect, City of Edmonton
Emmy Stuebing, Associate Director, Fund Development, EPL

Regrets: Councillor Ben Henderson
Mr. Mike Lewis, Director, Human Resource Services

Recording Secretary: Ms. Caroline Shield

1. CALL TO ORDER / PRESENTATION

Chair Ellen Calabrese-Amrhein called the meeting to order at 5:25 p.m. and welcomed guests Carol Belanger, City of Edmonton Architect; Dr. Michael Percy, and Emmy Stuebing, EPL's Associate Director of Fund Development.

- 1a) Pilar Martinez provided background on the Milner Revitalization project and Carol Belanger gave a presentation providing an overview of the design and the next steps. Carol Belanger noted that the Construction Manager from Clark Builders has been appointed and this will help with timing, phasing, construction and costing.

Carol Belanger and Pilar Martinez responded to questions from the Trustees.

- 1b) Emmy Stuebing gave a presentation on fund development activities from January – June 2015 and responded to questions from the Trustees. Discussion took place regarding the submission of the fundraising progress report to City Council in the new year and it was confirmed that Trustees will receive this report prior to its submission.
- 1c) Emmy Stuebing provided an update of the current status of the Friends of EPL (FEPL) group and a new group led by Salima Ibrahim that is keen to become involved with fundraising for EPL. A meeting has been scheduled for September 9 including both groups to discuss a possible merging under the Friends banner.

Jill Scheyk arrived at 6:25 p.m.

Discussions took place around the Board FEPL representative and the current representative. Jay Ball advised he would step down.

Moved by Jay Ball. Seconded by Fern Snart.
That Jill Scheyk become the Board's FEPL representative.

CARRIED

Moved by Sherill Johnson. Seconded by Nazir Mulji.
That Miranda Jimmy become the alternate Board FEPL representative.

CARRIED

2. ADOPTION OF AGENDA

Moved by Brian Heidecker, Seconded by Nazir Mulji.
That the agenda be approved with the following amendments:

- Consent Item 6b) Business Plan Report Card moved to New Business 5g).

CARRIED

3. ADOPTION OF MINUTES

Moved by Jeff Reynolds, Seconded by Sherrill Johnson.
That the minutes of the June 9, 2015 Board meeting be approved as amended.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

There were no outstanding items identified.

5. NEW BUSINESS

5a) October 6, 2015 Board Meeting Time

Chair Ellen Calabrese-Amrhein requested that the Board meet earlier to allow trustees to attend the One Book, One Edmonton Launch which starts at 7:00pm in the Stanley A. Milner Library. All agreed that the October 6, 2015 Board Meeting would start at 5:00pm.

5b) CEO Performance Evaluation - Update

Jeff Reynolds reported that an initial scoping exercise has been completed by Gord Syme, Conroy Ross, and will be discussed at the Internal Committee Meeting on September 15, 2015. The outcome will be discussed at the October Board meeting.

5c) Governance Review - Update

Chair Ellen Calabrese-Amrhein introduced Dr. Michael Percy and gave an overview of the process. Dr. Michael Percy responded to questions from trustees and notified them of his intention to hold a workshop in late October / early November. A draft report will be submitted to the Chair by the second week of October, 2015.

5d) Proposed Budget 2016 - 2018

Gastone Monai provided an overview highlighting key elements included in the 3 year budget and identification of risks and possible mitigating measures to address risk. It was noted that the target of reducing EPL expenditures by 2% per year could not be achieved in 2017 and 2018 and, as a result, EPL is proposing to bring forward a funding request to address base level and business plan initiatives in the budget. Nazir Mulji questioned whether EPL could fund a new eplGO solely from fundraising; Gastone Monai responded that fundraising alone was not sustainable. Gastone noted that CPI changes for library materials were a best estimate and that the foreign currency exchange risk would need to be closely monitored to ensure maximum return on investment. Miranda Jimmy asked how many of the buildings would be leased compared to owned by the end of 2018. Gastone Monai responded that 7 out of 21 libraries would be leased. Ellen Calabrese-Amrhein asked whether there were any other revenue generating opportunities. Gastone Monai responded that usually other revenue opportunities are small and cost effectiveness of new revenue strategies need to be considered. There might be opportunities from a lease perspective that can be investigated. Jay Ball questioned the \$10 million fundraising that has been built into the budget for the Milner capital project. Gastone Monai responded that these funds included in the budget will be held in Deferred Revenue or Reserve accounts for future use in revitalizing the Milner Library. Brian Heidecker commented that over the next 24-36 months, good pricing options would be available for

construction which could benefit EPL. Jeff Reynolds commended Gastone's strong presentation and Miranda Jimmy expressed appreciation for bringing this item to the September meeting before submission to City Council.

Moved by Jeff Reynolds. Seconded by Brian Heidecker.
That the Proposed Budget 2016 - 2018 be approved.

CARRIED

- 5e) November 3, 2015 Board Meeting – Facilitated Review of 2014-18 Strategic Directions

Following a discussion, trustees agreed that this meeting will replace the regular November Board meeting.

- 5f) Statement of Operations, Capital, Deferred Revenue, Accumulated Surplus and Investments as of July 31, 2015

Gastone Monai reviewed the document included in the Board package. It was noted that only 75% of the Library Operating Grant funding has been received and the remainder was anticipated by Fall 2015. Gastone Monai anticipates that the operating side will be within budget. Capital is currently underspent, which is related to the timing of specific projects Nazir Mulji inquired whether it was possible that the remaining 25% would not be received, to which Pilar Martinez responded that this would be unlikely.

Moved by Nazir Mulji. Seconded by Jay Ball
That the Statement of Operations, Capital, Deferred Revenue, Accumulated Surplus and Investments as of July 31, 2015 be received as information.

CARRIED

- 5g) Business Plan Report Card

Miranda Jimmy asked for clarification and updates on several Business Plan actions. Pilar Martinez provided responses and background. Also, Miranda Jimmy queried the objective pertaining to the EPL advocacy plan. Pilar confirmed that this item will be on the next External Committee meeting agenda and explained that this will be a collaborative exercise with EPL's Marketing department, Senior Administration and the Board.

Moved by Jill Scheyk. Seconded by Miranda Jimmy.
That the Business Plan Report Card be received as information.

CARRIED

6. CONSENT ITEMS

6a) Chair's Report

Moved by Jay Ball, Seconded by Nazir Mulji.
That Consent item 6a) be received as information.

CARRIED

7. NEW INQUIRIES

Pilar Martinez informed trustees that her One-on-One meetings with trustees were almost complete and that she would like the opportunity to provide feedback to trustees at the next Board meeting.

8. IN CAMERA

Moved by Sherill Johnson, Seconded by Nazir Mulji
That the meeting move *in camera* to discuss:
8a) Penny McKee – Abbottsfield Library Capital Priority and Safety
This report was to provide a response to Councillor Caterina's inquiry for additional information, regarding EPL's prioritization process for new libraries.

CARRIED

The meeting moved *in camera* at 7:45pm

Moved by Jeff Reynolds, Seconded by Brian Heidecker
That the Penny McKee – Abbottsfield Library Capital Priority and Safety report be presented to the next City Council Community Services Committee meeting as presented.

CARRIED

Moved by Nazir Mulji. Seconded by Sherrill Johnson
That the meeting move *out of camera*.

CARRIED

The meeting moved *out of camera* at 7:53pm

9. ADJOURNMENT

The meeting adjourned at 7:55pm