
EDMONTON PUBLIC LIBRARY BOARD

Thursday, February 21, 2019 5:30 p.m.

Aspen Conference Centre

ATTENDANCE:

Board: Dr. Brian Heidecker
Mr. Jay Ball
Mrs. Kenna Houncaren
Ms. Jennifer Huntley
Mr. Nazir Mulji
Ms. Aaida Peerani
Ms. Jill Scheyk
Dr. Fern Snart

Regrets: Councillor Ben Henderson, Mrs. Zainul Mawji

Staff: Ms. Pilar Martinez, Chief Executive Officer
Mr. Gastone Monai, Chief Financial Officer
Ms. Tina Thomas, Executive Director, Strategy and Innovation
Ms. Allison Prill, Director, Human Resources

Recording Secretary: Ms. Lisette Lalchan

1. CALL TO ORDER

Chair, Brian Heidecker, called the meeting to order at 5:26 p.m.

2. ADOPTION OF AGENDA

MOTION: That the agenda be approved as circulated.

Moved by Nazir Mulji. Seconded by Dr. Fern Snart.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interest identified regarding agenda items.

4. ADOPTION OF MINUTES

MOTION: That the Board approve the November 7, 2019 meeting minutes.
Moved by Kenna Houncaren. Seconded by Jennifer Huntley.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There were no outstanding items identified.

6. NEW BUSINESS

6a) Finance and Audit Committee Meeting Report

Nazir Mulji provided the Board with an overview of the Finance and Audit Committee meeting that was held on February 13, 2019. He then requested that Gastone Monai provide the Board with an overview of the Operating and Capital Budgets and the Treasury Management Policy. Gastone responded to questions from the Board.

MOTION: That the 2019-2022 EPL Operating and Capital Budgets be approved as presented.

Moved by Nazir Mulji. Seconded by Jay Ball.

CARRIED

MOTION: That the Board approve the Treasury Management Policy.
Moved by Kenna Houncaren. Seconded by Nazir Mulji.

CARRIED

MOTION: That the Board receive the February 13, 2019 Finance and Audit Committee Meeting Report as information.

Moved by Jennifer Huntley. Seconded by Jill Scheyk.

CARRIED

6b) Statement of Operations/Capital/Deferred Revenues/Accumulated Surplus and Investments as of December 31, 2018

Gastone Monai provided the Board with an overview of the Statement of Operations and answered questions from the Board.

MOTION: That the Financial Results for the period ending December 31, 2018 be approved.

Moved by Nazir Mulji. Seconded by Jennifer Huntley.

CARRIED

6c) Privacy and Confidentiality of Customer Information

MOTION: That the Board approve the Privacy and Confidentiality of Customer Information Policy.

Moved by Jill Scheyk. Seconded by Jay Ball.

CARRIED

6d) Annual Report of Public Libraries for Public Libraries Services Branch, Alberta Municipal Affairs.

Tina Thomas presented the Board with a review of the report required by the Public Library Services Branch. She noted that reporting metrics are defined differently from EPL, so there are results that do not match EPL's year-end KPIs. She also highlighted a drop in digital collection holdings due to EPL no longer subscribing to Freegal (a digital music collection) due to cost and low usage.

MOTION: That the Board approve the 2018 Annual Report of Public Libraries.

Moved by Jill Scheyk. Seconded by Jennifer Huntley.

CARRIED

6e) Fund Development 2018 Year-End Report

Tina Thomas presented the Board with an overview of the 2018 Fund Development results. The Board agreed to support the Board 'Thank-A-Thon'. Brian Heidecker thanked the Board for their participation and support in the Milner Capital Campaign.

6f) 2014-2018 Strategic Plan Report Card

Tina Thomas provided background and an overview of 2014-2018 Strategic Plan Report Card, indicating that EPL has achieved a tremendous number of innovative initiatives over the past five years.

6g) Employee Engagement Results

Allison Prill presented the Board with the 2018 Employee Engagement Results. She highlighted strengths and areas for improvement. The Executive Team has created working groups to better understand and address areas of concern.

7. CONSENT ITEMS

7a) Chair's Report

7b) 2018 Year-end CEO Report and KPIs

7c) 2017-2018 Business Plan Report Card

7d) HR&CEO Performance Management Committee Report

7e) Friends of EPL

Brian Heidecker updated the Board on his activities related to the recruitment of 2 vacant positions. New members will be appointed to the Board on April 16, 2019.

MOTION: That all consent items be received as information.
Moved by Nazir Mulji. Seconded by Kenna Houncaren.

CARRIED

MOTION: That the Board move the meeting *in camera* to discuss the CEO Succession Plan.
Moved by Nazir Mulji. Seconded by Dr. Fern Snart.

CARRIED

That the meeting moved *in camera* at 6:25 pm.

8. IN CAMERA

8a) CEO Succession Plan

MOTION: That the Board move the meeting *out of camera*.

Moved by Kenna Houncaren. Seconded by Nazir Mulji.

CARRIED

That the meeting moved *out of camera* at 6:34 pm.

9. ADJOURNMENT

The meeting adjourned at 6:35 p.m.