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**EDMONTON PUBLIC LIBRARY BOARD**

Tuesday, March 12, 2019

Lois Hole Library

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**ATTENDANCE:**

**Board:** Dr. Brian Heidecker  
Councillor Ben Henderson  
Mrs. Kenna Houncaren  
Ms. Jennifer Huntley  
Mrs. Zainul Mawji  
Mr. Nazir Mulji  
Ms. Aaida Peerani  
Ms. Jill Scheyk  
Dr. Fern Snart

**Regrets:** Mr. Jay Ball

**Staff:** Ms. Pilar Martinez, Chief Executive Officer  
Mr. Gastone Monai, Chief Financial Officer  
Ms. Allison Prill, Director, Human Resources

**Guests:** Ms. Sharon Day, Director, Branch Services and Collections  
Ms. Angela Lieu, EPL Intern Librarian  
Ms. Quincy Hiscott, EPL Intern Librarian

**Recording Secretary:** Ms. Lisette Lalchan

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**1. CALL TO ORDER/PRESENTATION**

Chair, Brian Heidecker, called the meeting to order at 5:03 p.m. He then turned the floor to Pilar Martinez, who introduced Sharon Day, Director Branch Services. Sharon introduced the 2018-2019 Collections Assessment and Trends Intern Project, and the two interns, Angela Lieu and Quincy Hiscott to review their research. Their presentation covered a review of EPL's collection management practices, including analyzing EPL's collections and usage trends; comparing EPL's practices with that of other libraries, and assessing sustainability of collections-related services. The research undertaken by the Collections Assessment and Trends Intern Librarians will inform future directions for EPL's

physical and digital collections. They then responded to questions from the Board.

Jill Scheyk joined the meeting at 5:12 pm. Zainul Mawji joined the meeting at 5:25 pm.

Sharon Day, Angela Lieu and Quincy Hiscott left the meeting at 5:37 pm.

## **2. ADOPTION OF AGENDA**

**MOTION:** That the agenda be approved as circulated.

Moved by Nazir Mulji. Seconded by Kenna Houncaren.

**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 February 21, 2019 meeting minutes.

Moved by Jill Scheyk. Seconded by Nazir Mulji.

**CARRIED**

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

There were no outstanding items identified.

## **6. NEW BUSINESS**

### **6a) 2018 Incidents Report**

Pilar Martinez presented the Board with an overview of the 2018 Incidents Report. She noted that with the introduction of EPL's new incident reporting software and changes to incident categories, an accurate year over year comparison was difficult to achieve. She highlighted the report's recommendations and service initiatives that are underway, and responded to questions from the Board.

### **6b) Finance and Audit Committee Report**

Nazir Mulji provided the Board with an overview of the Finance and Audit Committee meeting that was held on March 7, 2019.

**MOTION:** That the Edmonton Public Library Board Audit Findings Report for the year ending December 31, 2018 be received as information.

Moved by Nazir Mulji. Seconded by Aaida Peerani.

**CARRIED**

**MOTION:** That the audited Financial Statement for the period ending December 31, 2018 be approved by the Board.

Moved by Nazir Mulji. Seconded by Zainul Mawji.

**CARRIED**

**MOTION:** That the Board receive the March 7, 2019 Finance and Audit Committee Meeting Report as information.

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

**CARRIED**

### **6c) Governance and Nomination Committee Notice of Election**

Committee Chair, Jill Scheyk reference the notice of election included in the meeting package and encouraged Board Members to apply for the Chair and Vice-chair roles.

## **7. CONSENT ITEMS**

Brian Heidecker took a moment to thank Trustees Nazir Mulji and Jay Ball for their contributions to the EPL Board of Trustees. He noted that thanks their support and commitment the Board has made some incredible achievements, and they will be missed.

Pilar Martinez, Gastone Monai, Allison Prill and Lisette Lalchan left the meeting.

## **8. IN CAMERA**

8a) 2018 CEO Evaluation

8b) CEO 2019 Goals

**MOTION:** That the Board move the meeting *in camera* to discuss the CEO 2018 Performance Evaluation and 2019 CEO Goals.

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

**CARRIED**

That the meeting moved *in camera*.

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

Moved by Kenna Houncaren. Seconded by Jill Scheyk.

**CARRIED**

That the meeting moved *out of camera* at 6:43 pm.

## **9. ADJOURNMENT**

The meeting adjourned at 6:45 p.m.