

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

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A meeting of the Library Board was held on Wednesday, January 20, 2016, at 4:30 pm at the Picton Branch.

The following Board Members were present:

John Ambrose  
Ursula Cattelan  
Gordon Fox  
Steve Graham  
Devon A. Jones  
Alec Lunn

Regrets:

Lenny Epstein  
Lynda Parks Sahadat

Staff Present:

Barbara Sweet, CEO  
Tracy Daley, Office Manager  
Liz Zylstra, Collection Supervisor

**1. Call to Order**

The meeting was called to order at 4:30 pm by The Chair, John Ambrose.

**2. Disclosure of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest at this time.

**3. Minutes**

- 3.1** Library Board Minutes from the meeting held on December 16, 2015.

**Motion LB-001-2016**

Moved By: Ursula Cattelan  
Seconded By: Gordon Fox

**THAT The Library Board accept THE MINUTES as circulated from the Board Meeting of December 16, 2015, as amended.**

**CARRIED**

**4. Business Arising From the Minutes**

**5. Report From Committee – Finance**

**5.1 Appointments for 2016**

**Motion LB-002-2016**

Moved By: Ursula Cattelan

Seconded By: Devon A. Jones

**To appoint the representatives to the Finance Committee for the 2016 term: John Ambrose (ex officio), Gordon Fox, Ursula Cattelan, and Alec Lunn.**

**CARRIED**

**5.2 Appointments for Signing Authorities**

**Motion LB-003-2016**

Moved By: Alec Lunn

Seconded By: Devon A. Jones

**To appoint the signing authority officers for the 2016 term, requiring two (2) of three (3) signatures being Barbara Sweet, CEO, John Ambrose, Chair and Lynda Parks Sahadat, Vice Chair.**

**CARRIED**

**5.3 Next Finance Committee Date**

- ✓ Wednesday, February 10, 2016, 3:30 pm, Picton Branch
- ✓ Wednesday, February 24, 2016, 3:30 pm, Picton Branch

**6. Report From Committee – Personnel**

**6.1 Appointments for 2016**

**Motion LB-004-2016**

Moved By: Gordon Fox  
Seconded By: Alec Lunn

**To appoint the representatives to the Personnel Committee for the 2016 term: John Ambrose (ex officio), Lynda Parks Sahadat, Devon A. Jones, and Lenny Epstein.**

**CARRIED**

**6.2 Next Personnel Committee Meeting Date**  
✓ TBD

**7. Report From Committee – Operations & Services Excellence**

**7.1 Appointments for 2016**

**Motion LB-005-2016**

Moved By: Ursula Cattelan  
Seconded By: Alec Lunn

**To appoint the representatives to the Operations and Service Excellence Committee for the 2016 term: John Ambrose (ex officio), Lenny Epstein, Devon A. Jones, Ursula Cattelan, and Steve Graham.**

**CARRIED**

**7.2 Report**

**Motion LB-006-2016**

Moved By: Steve Graham  
Seconded By: Gordon Fox

**THAT THE Board receive the verbal report from the Operations and Service Excellence Committee.**

**CARRIED**

- 7.3** Next Operations & Services Excellence Committee Meeting Date  
✓ Thursday, February 4, 2016, 1 pm, CEO's Office, Picton Branch

**8. CEO Report**

**8.1** December 2015

**Motion LB-007-2016**

Moved By: Devon A. Jones  
Seconded By: Ursula Cattelan

**THAT THE Board accept the CEO's Report as circulated.**

**CARRIED**

**9. Correspondence**

**10. Report From Councillors**

**Motion LB-008-2016**

Moved By: Ursula Cattelan  
Seconded By: Devon A. Jones

**THAT THE Board receive the verbal report from councillors.**

**CARRIED**

**11. New Business**

**11.1** OLA Super Conference 2016, January 27 to 29, 2016

- ✓ John Ambrose And Lynda Parks Sahadat attending
- ✓ Three (3) Library Personnel attending

**11.2** Picton Friends of the Library

- ✓ New memberships needed
- ✓ Fundraising ideas and future projects

**11.3** Board Member Self Evaluation

- ✓ Form to be forwarded to board members to be discussed at next meeting

**12. Other Business**

**12.1** Liz Zylstra, Collection Supervisor, Presentation

✓ Report: Collection Management by the Numbers

**13. Next Meeting Dates**

✓ Wednesday, February 24, 2016, 4:30 pm, Picton Branch

**14. Adjourn**

**Motion LB-009-2016**

Moved By: Steve Graham

Seconded By: Gordon Fox

**THAT this meeting now adjourn at 6:06 pm.**



**John Ambrose, Chair**



**Barbara Sweet, CEO  
Secretary/Treasurer to The Board**