

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD  
OPERATIONS & SERVICE EXCELLENCE COMMITTEE

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A meeting of the Committee was held on Thursday, January 7, 2016, at 1 pm at the Consecon Branch.

The following Board Members were present:

John Ambrose  
Steven Graham  
Devon A. Jones  
Lenny Epstein

Regrets:

Staff Present:

Barbara Sweet, CEO

**1. Call to Order**

The meeting was called to order at 1 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. Number of Committee Members**

The committee discussed Board Motion LB-110-2015 regarding soliciting new members for the committee. The discussion involved how to recruit, who to target and how many new members the committee required.

It was decided to approach several suggested individuals and additionally to advertise in branches and on the website.

The committee also discussed a joint meeting with the Regent Theatre board of directors to discuss future plans.

#### **4. Furnace Quotes for Wellington**

The three quotes for the furnace in the Prince Edward County Archives and the Wellington branch boiler were discussed.

The CEO noted that the boiler was of particular concern because we needed to ensure that it would offer a solution to the poor heating situation in the meeting room. It was also noted that typically a boiler for hot water radiators should not be replaced in the winter if avoidable as it takes the lines a long time to warm up.

Given this concern and the questions from the committee regarding the three quotes for the boiler the CEO will contact Brian Clark (architect) for suggestions regarding the issue.

#### **5. Strategic Plan**

The committee members asked that Peggy Malcolm be contacted for the WAVE Report. WAVE being a planning meeting that the SOLS consultant facilitated for the library board.

Expansion plans and potential ideas were discussed to be included in the Strategic Plan – all branches.

The committee would like to look a sample library strategic plans. The CEO will send email some current examples.

#### **6. Next Meeting Date**

##### **6.1 Operations & Service Excellence Committee**

- ✓ Thursday, February 4, 2016, 1 pm, office at the Picton Branch  
CEO's Office

#### **7. Adjourn**

**THAT this meeting now adjourn at 2:30 pm.**

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**Steven Graham**  
Chair



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**Barbara Sweet**  
CEO