

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Wednesday, April 27, 2016, at 4:30 pm at the Picton Branch.

The following Board Members were present:

John Ambrose
Ursula Cattelan
Lenny Epstein
Gordon Fox
Steve Graham
Devon A. Jones
Lynda Parks Sahadat

Regrets:

Alec Lunn

Staff Present:

Barbara Sweet, CEO
Tracy Daley, Office Manager

Guest Present:

Breanne Bradshaw, Audit Manager, KPMG

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. Audit – Year End 2015

Breanne Bradshaw, CPA, CA, Licensed Public Accountant, Senior Manager, Audit, KPMG, Presenting 2015 Year End Statements

Motion LB-034-2016

Moved By: Devon A. Jones

Seconded By: Lenny Epstein

THAT The Board accept the Year End Audited Report drafted by KPMG LLP for December 31, 2015, as circulated and presented by Breanne Bradshaw, CPA, CA, KPMG LLP, and FURTHER THAT The Board authorize Barbara Sweet, CEO, and John Ambrose, Chair sign the final audit letter signifying the completion of the audit, as recommended by the Finance Committee.

CARRIED

4. Minutes

4.1 Library Board Minutes from the meeting held on March 23, 2016.

Motion LB-035-2016

Moved By: Devon A. Jones
Seconded By: Lenny Epstein

THAT The Library Board accept THE MINUTES as circulated from the Board Meeting of March 23, 2016.

CARRIED

5. Business Arising From the Minutes

6. Report From Committee – Finance

6.1 Cash Disbursements – March 2016

Motion LB-036-2016

Moved By: Gordon Fox
Seconded By: Steve Graham

THAT The Board accept THE Disbursements Summary Report as circulated and as recommended by the Finance Committee.

March 3, 2016, totaling.....	\$ 30,558.31
March 17, 2016, totaling.....	\$ 3,881.10
March 31, 2016, totaling.....	\$ 17,355.64
Overall Total.....	\$ 51,795.25

CARRIED

6.2 Income Statement – March 2016

Motion LB-037-2016

Moved By: Steve Graham
Seconded By: Ursula Cattelan

THAT The Board accept THE FINANCIAL STATEMENT Report as circulated and as recommended by the Finance Committee.

Date 2016	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
March	\$ 120,728	\$ 305,926	\$ 25,167	\$ 21,950

CARRIED

6.3 Next Finance Committee Date

✓ Wednesday, May 25, 9:30 am, CEO's Office, Picton Branch

7. Report From Committee – Personnel

7.1 Policy HR 110 Code of Conduct - Deferred

7.2 Next Personnel Committee Meeting Date

✓ Friday, May 27, 2016, 10 am, CEO's Office, Picton

8. Report From Committee – Operations & Services Excellence

8.1 Report

- ✓ Picton Town Hall & Fire Station: discussion with Neil Carbone, Director, Community Development
- ✓ Further Analysis – do we have data to back up the need for more space – is the library able to meet service needs in the current space
- ✓ Consecon Steeple to be stored in the Consecon Fire Hall during its' repair (R MacAuley, Commisioner, CPE, to advise)

Motion LB-038-2016

Moved By: Ursula Cattelan
Seconded By: Lynda Parks Sahadat

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

CARRIED

- 8.2** Next Operations & Services Excellence Committee Meeting Date
- ✓ Tuesday, May 10, 2016, 5 pm, CEO's Office, Picton Branch
 - ✓ Tuesday, June 14, 2016, 5 pm, CEO's Office, Picton Branch

9. CEO Report

9.1 March 2016

Motion LB-039-2016

Moved By: Steve Graham
Seconded By: Devon A. Jones

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

CARRIED

10. Correspondence

11. Report From Councillors

Motion LB-040-2016

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

THAT THE Board receive the verbal report from councillors.

CARRIED

12. New Business

13. Other Business

14. Next Meeting Dates

- ✓ Wednesday, May 25, 2016, 10:30 am, Picton Branch

15. Adjourn

Motion LB-041-2016

Moved By:
Seconded By:

THAT this meeting now adjourn at 6:12 pm.



John Ambrose, Chair



Barbara Sweet, CEO
Secretary/Treasurer to The Board