

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD – GOVERNANCE COMMITTEE

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A meeting of the Committee was held on Thursday, October 20, 2016, at 4:54 pm at the Picton Branch.

The following Board Members were present:

John Ambrose  
Lenny Epstein  
Devon A. Jones  
Lynda Parks Sahadat

Regrets:

Staff Present:

Barbara Sweet, CEO  
Tracy Daley, Office Manager

**1. Call to Order**

The meeting was called to order at 4:54 pm by the Chair, Lynda Parks Sahadat.

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

There were no disclosures of pecuniary interest at this time.

**3. Minutes**

Moved By: Devon A. Jones  
Seconded By: John Ambrose

**THAT The Personnel Committee accept THE MINUTES as circulated from the meeting of September 22, 2016.**

**CARRIED**

**4. Business Arising From the Minutes**

**4.1 Job Description – Technology Resource Centre Coordinator**

- ✓ CEO and Committee Chair currently reviewing points and band assignment of this job description and will be coordinating a teleconference call with Lynn Burkart to ensure accuracy before bringing forward for review with the Committee

**4.2 Grading Tool**

- ✓ Confirmed with CPE that this is still the current tool being used originally from 1999

**4.3 Staff Survey**

- ✓ 2015 on file

**5. New Business**

**5.1 Name of the Committee**

- ✓ Governance Committee

**5.2 Terms of Reference**

- ✓ LB 115 Terms of Reference – Governance Committee
- ✓ Revisions will be provided at next meeting

**6. Other Business**

**6.1 Referred from Operations & Service Excellence Committee**

- ✓ Policy for "Letters of Support" from the Board

The Committee decided that a policy was not needed at this time. The CEO would respond to regular day to day requests and would bring forward any unusual requests to the Board for guidance.

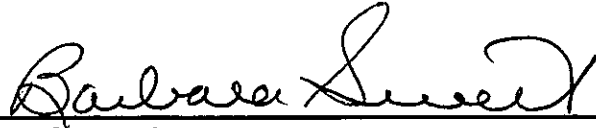
**7. Next Meeting Date**

- ✓ Thursday, November 17, 2016, 5 pm, Picton Branch

**8. Adjourn**

**THAT this meeting now adjourn at 5:32 pm.**

  
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**Lynda Parks Sahadat,**  
**Committee Chair**

  
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**Barbara Sweet**  
**CEO**