

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Wednesday, November 23, 2016, at 5 pm at the Picton Library 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

1. Call to Order

The meeting was called to order at 5 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 October 26, 2016.

Motion LB-088-2016

Moved By: Lynda Parks Sahadat
Seconded By: Ursula Cattelan

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of October 26, 2016.

CARRIED

4. Business Arising From the Minutes

5. Report From Committee – Finance

5.1 Cash Disbursements – October 2016

Motion LB-089-2016

Moved By: Ursula Cattelan
Seconded By: Gordon Fox

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

October 13, 2016, totaling.....\$ 29,453.59
October 27, 2016, totaling.....\$ 23,300.93
Overall Total..... \$ 52,754.52

CARRIED

5.2 Income Statement – October 2016

Motion LB-090-2016

Moved By: Ursula Cattelan
Seconded By: Lenny Epstein

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
Oct	\$ 95,948	\$ 1,047,406	\$ 5,987	\$ 30,945

CARRIED

5.3 Capital Budget Update 2016
✓ Email from Bruce Downey Architect

- 5.4 Next Finance Committee Date**
✓ Wednesday, December 21, 3:30 pm, Picton Branch

6. Report From Committee – Governance

- 6.1 Report – Teleconference with Lynn Burkart**

Motion LB-091-2016

Moved By: Lynda Parks Sahadat
Seconded By: Devon A. Jones

THAT The Board accept the recommendation of the Governance Committee to engage Lynn Burkart to develop a simpler job evaluation tool that would better serve the Library and provide clarity for the staff, the Board and the CEO. The budgeted cost of \$6,000 to \$7,000 would be divided between the 2016 and 2017 budget years and would include the new simpler tool, a review of the job descriptions and comparators, a new survey being completed by the staff, and professional, unbiased scoring of the surveys.

CARRIED

- 6.2 Next Governance Committee Meeting Date**
✓ Tuesday, December 15, 2016, 5 pm, Picton Branch

7. Report From Committee – Operations & Services Excellence

- 7.1 Report**

Motion LB-092-2016

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

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

CARRIED

- 7.2 Next Operations & Services Excellence Committee Meeting Date**
✓ Tuesday, December 20, 2016, 5 pm, Picton Branch

8. CEO Report

8.1 October 2016

Motion LB-093-2016

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

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

CARRIED

9. Correspondence

Motion LB-094-2016

Moved By: Lenny Epstein
Seconded By: Lynda Parks Sahadat

9.1 Eastern Ontario Gunners Association, November 1, 2016

THAT THE Board receive the correspondence as circulated.

CARRIED

10. Report From Councillors

Motion LB-095-2016

Moved By: Ursula Cattelan
Seconded By: Lynda Parks Sahadat

THAT THE Board receive the verbal report from councillors.

CARRIED

11. New Business

11.1 Picton Branch – Capital Project

- ✓ 2020 deadline to AODA compliance
- ✓ Operations and Service Excellence Committee to work towards getting an RFP in place

12. Other Business

13. Next Meeting Dates

✓ Wednesday, November 23, 2016, 4:30 pm, Picton Branch

14. Adjourn

Motion LB-096-2016

Moved By: Steve Graham

Seconded By:

THAT this meeting now adjourn at 6:29 pm.



John Ambrose, Chair



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