

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

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A meeting of the Library Board was held on Wednesday, January 25, 2017, 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  
Alec Lunn  
Lynda Parks Sahadat

Regrets:

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 December 21, 2016.

**Motion LB-001-2017**

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

**THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of December 21, 2016.**

**CARRIED**

**4. Business Arising From the Minutes**

**4.1 Burkart Associates**

✓ pay equity maintenance continuing

**5. Report From Committee – Finance**

**5.1 Appointments for 2017**

**Motion LB-002-2017**

Moved By: Lynda Parks Sahadat

Seconded By: Lenny Epstein

**To appoint the representatives to the Finance Committee for the 2017 term: John Ambrose (ex officio), Gordon Fox, Ursula Cattelan, and Alec Lunn.**

**CARRIED**

**5.2 Appointment of Signing Authority**

**Motion LB-003-2017**

Moved By: Gordon Fox

Seconded By: Alec Lunn

**To appoint the signing authority officers for the 2017 term, requiring two (2) of three (3) signatures being Barbara Sweet, CEO, John Ambrose, Chair and Lynda Parks Sahadat, Vice Chair.**

**CARRIED**

**5.3 Cash Disbursements – December 2016**

**Motion LB-004-2017**

Moved By: Ursula Cattelan

Seconded By: Steve Graham

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

**December 8, 2016, totaling.....\$ 42,564.69**  
**December 22, 2016, totaling.....\$ 13,239.86**  
**Overall Total..... \$ 55,804.55**

**CARRIED**

**5.4 Income Statement – December 2016**

**Motion LB-005-2017**

Moved By: Lenny Epstein  
 Seconded By: Ursula Cattelano

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

<b>Date 2016</b>	<b>Total Revenue Month</b>	<b>Total Revenue Year to Date</b>	<b>Net Surplus Month</b>	<b>Net Surplus Year to Date</b>
Dec	\$ 95,236	\$ 1,236,237	\$ (4,452)	\$ 24,335

**CARRIED**

**5.5 Next Finance Committee Date**

✓ Wednesday, February 22, 2017, 4 pm, Picton Branch

**6. Report From Committee – Governance**

**6.1 Appointments for 2017**

**Motion LB-006-2017**

Moved By: Alec Lunn  
 Seconded By: Steve Graham

**To appoint the representatives to the Governance Committee for the 2017 term: John Ambrose (ex officio), Lynda Parks Sahadat, Devon A. Jones, and Lenny Epstein.**

**6.2 IT 105 – Social Media Policy**

**Motion LB-007-2017**

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

**THAT The Board receive and adopt policy IT 105 as recommended by the Governance Committee.**

**CARRIED**

**6.3 Format for CEO Evaluation**

- ✓ Evaluation Form provided to all Board Members with return envelopes
- ✓ Complete and return in envelop by Friday, February 10, 2017
- ✓ Findings will be collated and reported to the Board Wednesday, February 22, 2017

**6.4 Next Governance Committee Meeting Date**

- ✓ Wednesday, February 15, 2017, 10 am, Picton Branch

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

**7.1 Committee’s Goals Moving Forward**

**7.2 Appointments for 2017**

**Motion LB-008-2017**

Moved By: Gordon Fox  
Seconded By: Lynda Parks Sahadat

**To appoint the representatives from the Board to the Operations and Service Excellence Committee for the 2017 term: John Ambrose (ex officio), Lenny Epstein, Devon A. Jones, Ursula Cattelan, and Steve Graham.**

**AND FURTHER to appoint the representatives to the Operations and Service Excellence Committee for the 2017 term: David Simmonds.**

**CARRIED**

**7.3 Report**

**Motion LB-009-2017**

Moved By: Ursual Cattelan  
Seconded By: Gordon Fox

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

**CARRIED**

- 7.4** Next Operations & Services Excellence Committee Meeting Date  
✓ Tuesday, February 7, 2017, 10 am

**8. CEO Report**

- 8.1** December 2016

**Motion LB-010-2017**

Moved By: Lenny Epstein  
Seconded By: Ursula Cattelan

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

**CARRIED**

**9. Correspondence**

**Motion LB-011-2017**

Moved By: Lenny Epstein  
Seconded By: Alec Lunn

- 9.1** Globe & Mail Article dated December 24, 2016

**THAT THE Board receive the correspondence as circulated.**

**CARRIED**

**10. Report From Councillors**

**Motion LB-012-2017**

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

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

**CARRIED**

**11. New Business**

- 11.1 AODA Mandatory Annual Training**  
✓ deferred

**12. Other Business**

**12.1** Sunday, February 12, 2017, 1 pm, Wellington Branch, Volunteer & Staff Appreciation Luncheon, Please RSVP Tracy

**13. Next Meeting Dates**

✓ Wednesday, February 22, 2017, 5 pm, Picton Branch

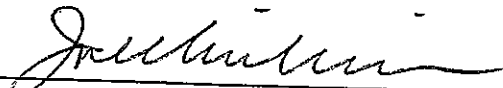
**14. Adjourn**

**Motion LB-013-2017**

Moved By: Lynda Parks Sahadat

Seconded By:

**THAT this meeting now adjourn at 6:22 pm.**



**John Ambrose, Chair**



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