

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

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A meeting of the Library Board was held on Wednesday, February 22, 2017, at 5 pm at the Picton Library Branch.

The following Board Members were present:

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

Regrets:

Alec Lunn  
Steve Graham

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 January 25, 2017.

**Motion LB-014-2017**

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

**THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of January 25, 2017.**

**CARRIED**

**4. Business Arising From the Minutes**

**4.1 Volunteer & Staff Appreciation Luncheon**

- ✓ Planning a 2<sup>nd</sup> event for April

**4.2 OLA Super Conference**

- ✓ John Ambrose, Chair, Lynda Parks Sahadat, Vice Chair, and Barbara Sweet, CEO, attended the awards ceremony
- ✓ Julie Lane, Resource IT and Liz Zylstra, Catalogue Coordinator attended the full conference in Toronto

**5. Mandatory Annual Training AODA**

**6. Report From Committee – Finance**

**6.1 Cash Disbursements – January 2017**

**Motion LB-015-2017**

Moved By: Devon A. Jones

Seconded By: Lenny Epstein

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

January 12, 2017, totaling.....	\$ 37,548.27
January 26, 2017, totaling.....	\$ 25,802.52
Overall Total.....	\$ 63,350.79

**CARRIED**

**6.2 Income Statement – January 2017**

**Motion LB-016-2017**

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.**

<b>Date 2017</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>
Jan	\$ 95,989	\$ 95,989	\$ 6,704	\$ 6,704

**CARRIED**

- 6.3** Next Finance Committee Date  
 ✓ Wednesday, March 22, 2017, 4 pm, Picton Branch

**7. Report From Committee – Governance**

**7.1** CEO Evaluation

Barbara Sweet, CEO, and Tracy Daley, Office Manager, exited meeting at 5:38 pm

**7.2** In Camera Session

**Motion LB-017-2017**

Moved By: Lynda Parks Sahadat  
 Seconded By: Ursula Cattelan

**THAT The Library Board move in camera at 5:38 pm**

**CARRIED**

**7.3** Move Out of In Camera Session

**Motion LB-018-2017**

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

**THAT The Library Board move to come out of camera at 5:57 pm.**

**CARRIED**

Barbara Sweet, CEO, and Tracy Daley, Office Manager, returned to meeting at 6:00 pm

**7.4** Pay Equity Maintenance Update

- 7.5** Next Governance Committee Meeting Date  
 ✓ Wednesday, March 15, 2017, 10 am, Picton Branch

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

**8.1** Committee Chair – Lenny Epstein

**8.2** Report

**Motion LB-019-2017**

Moved By: Devon A. Jones

Seconded By: Lynda Parks Sahadat

**THAT THE Board receive the verbal report as well as the report dated February 7, 2017, as circulated from the Operations & Service Excellence Committee.**

**CARRIED**

**8.3** Capital Project – Picton – The *Overdue* Capital Project

**Motion LB-020-2017**

Moved By: Devon A. Jones

Seconded By: Lenny Epstein

**THAT THE Board accept the recommendation of the Committee to submit an application to The Parrott Foundation for a grant to achieve the 'Overdue Capital Project'.**

**CARRIED**

**8.4** Next Operations & Services Excellence Committee Meeting Date  
✓ Tuesday, March 7, 2017, 10 am

**9. CEO Report**

**9.1** January 2017

**Motion LB-021-2017**

Moved By: Gordon Fox

Seconded By: Lenny Epstein

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

**CARRIED**

## 10. Correspondence

### Motion LB-022-2017

Moved By: Lenny Epstein  
Seconded By: Lynda Parks Sahadat

**10.1** Letter to Liz Zylstra, Library Staff, January 31, 2017

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

**CARRIED**

## 11. Report From Councillors

## 12. New Business

## 13. Other Business

## 14. Next Meeting Dates

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

## 15. Adjourn

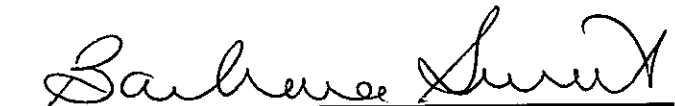
### Motion LB-023-2017

Moved By: Gordon Fox  
Seconded By:

**THAT this meeting now adjourn at 6:14 pm.**



**John Ambrose, Chair**



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