

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY - FINANCE COMMITTEE

A meeting of the Finance Committee was held on Wednesday, February 10, 2016, at 3:30 pm at the Picton Branch Library.

The following Finance Committee Members were present:

John Ambrose, Board Chair
Ursula Cattelan, Finance Chair
Gordon Fox

Regrets:

Alec Lunn
Lynda Parks Sahadat, Vice Chair

Staff Present:

Barbara Sweet, CEO
Tracy Daley, Office Manager

1. **Call to Order**

The meeting was called to order at 3:30 pm by The Finance Chair, Ursula Cattelan.

2. **Disclosure of Pecuniary Interest & General Nature Thereof**

There were no disclosures of pecuniary interest at this time.

3. **Minutes**

3.1 Finance Committee minutes from the meeting held Wednesday, December 16, 2015.

Moved By: Gordon Fox
Seconded By: John Ambrose

THAT The Finance Committee accept THE MINUTES as circulated from the meeting of December 16, 2015.

CARRIED

4. Financial Statements

4.1 Cash Disbursements – December 2015

Moved By: Gordon Fox
Seconded By: John Ambrose

THAT The Finance Committee accept the Disbursements Summary Report as circulated:

December 10, 2015, totaling.....\$ 40,654.06
December 23, 2015, totaling.....\$ 13,880.16
Overall Total..... \$ 54,534.22

And finally THAT The Finance Committee recommend the DISBURSEMENT SUMMARY REPORT December 2015 to The Board.

CARRIED

4.2 Financial Statements – December 2015

Moved By: Gordon Fox
Seconded By: John Ambrose

THAT The Finance Committee accept THE FINANCIAL STATEMENT Report in Draft as circulated:

Date 2015	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
December	\$ 94,535	\$ 1,258,550	\$ (5,645)	\$ 59,522

And finally THAT The Finance Committee recommend the FINANCIAL STATEMENT REPORT December 2015 in Draft to The Board.

CARRIED

4.3 KPMG Audit – Year End Audit 2015
✓ **Audit Starting Monday, March 14, 2016**

5. **Business Arising From the Minutes**

6. **Other Business**

6.1 Picton Elevator – inspection February 2016 \$4,000

6.2 Snow Removal – upcoming contract renewals

6.3 Accreditation Certificate

✓ Publicity of the Library's success with Accreditation

6.4 Thank you to library staff in the form of a "Thank you" note to each staff person for their hard work and efforts from the Board

Moved By: John Ambrose

Seconded By: Gordon Fox

THAT The Finance Committee recommend to The Board the issuance of "thank you" cards to each of the library staff.

CARRIED

7. **Next Meeting Date**

✓ Wednesday, February 24, 2016, 3:30 pm, Picton Branch

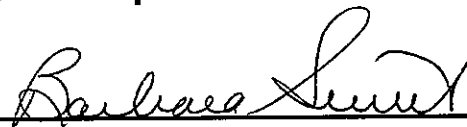
8. **Adjourn**

Moved By: John Ambrose

Seconded By: Gordon Fox

THAT this meeting now adjourn at 4:46 pm.

Finance CHAIR
Ursula Cattelan



CEO
Barbara Sweet