

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

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A meeting of the Library Board was held on Wednesday, December 16, 2015, at 4:33 pm at the Picton Branch.

The following Board Members were present:

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

Regrets:

Steve Graham

Staff Present:

Barbara Sweet, CEO  
Tracy Daley, Office Manager

**1. Call to Order**

The meeting was called to order at 4:33 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 November 25, 2015

**Motion LB-114-2015**

Moved By: Lenny Epstein  
Seconded By: Ursula Cattelan

**THAT The Library Board accept THE MINUTES as circulated from the Board Meeting of November 25, 2015.**

**CARRIED**

**4. Business Arising From the Minutes**

**4.1** Policies to be posted on the new website January 2016

**5. Report From Committee – Finance**

**5.1** November 2015 – Cash Disbursements

**Motion LB-115-2015**

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:**

**November 12, 2015, totaling.....\$ 31,036.93**  
**November 26, 2015, totaling.....\$ 14,123.42**  
**Overall Total..... \$ 45,160.35**

**CARRIED**

**5.2** November 2015 – Income Statement

**Motion LB-116-2015**

Moved By: Ursula Cattelan

Seconded By: Alec Lunn

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

<b>Date 2015</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>
November	\$ 175,969	\$ 1,164,015	\$ 83,659	\$ 65,167

**CARRIED**

**5.3** Next Finance Committee Date

✓ Wednesday, February 10, 2016, 3:30 pm, Picton Branch

**6. Report From Committee – Personnel**

- 6.1** Next Personnel Committee Meeting Date  
✓ Thursday, January 14, 2016, 2 pm Picton Branch

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

- 7.1** Next Operations & Services Excellence Committee Meeting Date  
✓ Thursday, January 7, 2016, 1 pm, Consecon Branch

**8. CEO Report**

- 8.1** November 2015

**Motion LB-117-2015**

Moved By: Alec Lunn  
Seconded By: Lynda Parks Sahadat

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

**CARRIED**

**9. Correspondence**

- 9.1** Ontario Public Library Guidelines Audit Report Prince Edward  
County November 2015

**Motion LB-118-2015**

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

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

**CARRIED**

**10. Report From Councillors**

**Motion LB-119-2015**

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

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

**CARRIED**

The CPE Public Library & Archive Operating Budget 2016 was approved by Council at the Budget Meetings December 8 & 9, 2015.

	<u>2016</u>	<u>2015</u>	<u>Overall Increase</u>
Net Library	\$1,069,245	\$1,053,975	\$15,270 +1.44%

**11. Other Business**

**11.1 Elections**

January 2016 Agenda

**12. New Business**

**12.1** HR 108 Use of Technology Policy

**12.2** LP 114 Computer Use Staff Policy

**Motion LB-120-2015**

Moved By: Lynda Parks Sahadat

Seconded By: Ursula Cattelan

**THAT THE Board receive and accept policies HR 108 and LP 114 as circulated.**

**CARRIED**

**12.3** Chair's Report – Objective for our Library for 2016

**Motion LB-121-2015**

Moved By: Gordon Fox

Seconded By: Devon A. Jones

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

**CARRIED**

**13. Next Meeting Dates**

✓ Wednesday, January 20, 2016, 4:30 pm, Picton Branch

**14. Adjourn**

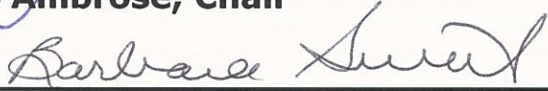
**Motion LB-122-2015**

Moved By: Lynda Parks Sahadat

Seconded By: Ursula Cattelan

**THAT this meeting now adjourn at 5:39 pm.**

  
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**John Ambrose, Chair**

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