

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

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A meeting of the Library Board was held on Friday, February 26, 2016, at 1 pm at the Picton Branch.

The following Board Members were present:

John Ambrose  
Lenny Epstein  
Gordon Fox  
Steve Graham  
Devon A. Jones  
Alec Lunn  
Lynda Parks Sahadat

Regrets:

Ursula Cattelan

Staff Present:

Barbara Sweet, CEO

**1. Call to Order**

The meeting was called to order at 1 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 20, 2016.

**Motion LB-010-2016**

Moved By: Steve Graham  
Seconded By: Gordon Fox

**THAT The Library Board accept THE MINUTES as circulated from the Board Meeting of January 20, 2016.**

**CARRIED**

**4. Business Arising From the Minutes**

**4.1 Board Member Self Evaluation**

✓ Personnel Committee to report at next meeting

**5. Report From Committee – Finance**

**5.1 Cash Disbursements – December 2015**

**Motion LB-011-2016**

Moved By: Lenny Epstein

Seconded By: Gordon Fox

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

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

**CARRIED**

**5.2 Income Statement – December 2015 in Draft**

**Motion LB-012-2016**

Moved By: Lenny Epstein

Seconded By: Gordon Fox

**THAT The Board accept THE FINANCIAL STATEMENT Report in Draft 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>
December	\$ 94,535	\$ 1,258,550	\$ (5,645)	\$ 59,522

**CARRIED**

**5.3 Cash Disbursements – January 2016**

**Motion LB-013-2016**

Moved By: Devon A. Jones

Seconded By: Lynda Parks Sahadat

**THAT The Board accept THE Disbursements Summary Report as circulated:**

January 7, 2016, totaling.....\$ 34,031.19  
 January 21, 2016, totaling.....\$ 18,481.47  
 Overall Total..... \$ 52,512.66

**CARRIED**

**5.4 Income Statement – January 2016**

**Motion LB-014-2016**

Moved By: Lenny Epstein  
 Seconded By: Gordon Fox

**THAT The Board accept THE FINANCIAL STATEMENT Report as circulated:**

<b>Date 2016</b>	<b>Total Revenue Month</b>	<b>Total Revenue Year to Date</b>	<b>Net Expenditure Month</b>	<b>Net Expenditure Year to Date</b>
January	\$ 93,972	\$ 93,972	\$ 93,127	\$ 846

**CARRIED**

**5.5 Year End**

**Motion LB-015-2016**

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

**THAT The Board accept the recommendation of the Finance Committee to direct that the fundraising and donation dollars reported and as summarized, be held in unearned revenue and used in the 2016 operating year.**

Books for County Babies	\$ 581
Wellington Branch	\$ 2,518
Consecon Branch	\$12,544
Milford Branch	\$ 3,199
Picton Branch	\$ 9,876
Archives	\$ 3,022
<b>Total</b>	<b>\$ 31,740</b>

**CARRIED**

**5.6** Year End - Large Print Shelving for Wellington

**Motion LB-016-2016**

Moved By: Alec Iunn  
Seconded By: Lenny Epstein

**THAT The Board accept the recommendation of the Finance Committee to direct that \$5,000 of the 2015 surplus dollars reported and as summarized in the draft December 2015 Statement, be transferred to reserves and used in the 2016 operating year for the purchase of shelving for the large print books in the Wellington Branch to complete reorganization.**

**CARRIED**

**5.7** Year End – Elevator: Picton

**Motion LB-017-2016**

Moved By: Gordon Fox  
Seconded By: Devon A. Jones

**THAT The Board directs that \$4,000 of the 2015 surplus dollars reported and as summarized in the draft December 2015 Statement, be transferred to reserves to be used in the 2016 operating year for the mandatory service inspection required in February of 2016.**

- *This may apply to the Wellington elevator as well.*

**CARRIED**

**5.8** Year End – Elevator: Picton

**Motion LB-018-2016**

Moved By: Devon A. Jones  
Seconded By: Alec Lunn

**THAT The Board directs that the balance of the 2015 surplus dollars reported and as summarized in the draft December 2015 Statement, be transferred to reserves to be used in the 2016 operating year for the possible extensive elevator repair required in February of 2016.**

- *This may apply to the Wellington elevator as well.*

**CARRIED**

- 5.9** Year End Audit – KPMG  
✓ Starting Monday, March 14, 2016

**5.10** Publicity of the Library's success with Accreditation

- 5.11** 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.

**Motion LB-019-2016**

Moved By: Lenny Epstein  
Seconded By: Alec Lunn

**THAT The Board accept the recommendation of The Finance Committee to issue "thank you" cards to each of the library staff.**

**CARRIED**

- 5.12** Next Finance Committee Date  
✓ Wednesday, March 23, 3:30 pm, Picton Branch

**6. Report From Committee – Personnel**

**6.1** Policy

**Motion LB-020-2016**

Moved By: Lenny Epstein  
Seconded By: Steve Graham

**THAT The Board receive and adopt policies LA 100 – Collection, LA 125 – Service Level and LA 128 – Retention as recommended by the Personnel Committee.**

**CARRIED**

**6.2** Report

- ✓ Formal resignation of Eric Pierce, IT Coordinator

**6.3** Next Personnel Committee Meeting Date

- ✓ Friday, March 18, 2016, 1 pm, CEO's Office, Picton

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

**7.1 Report**

- ✓ WAVE Report revised
- ✓ New committee members David Simmonds and Anne Wardrop
- ✓ Highlights from meeting – online survey and developing timeline

**Motion LB-021-2016**

Moved By: Lynda Parks Sahadat

Seconded By: Lenny Epstein

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

**CARRIED**

**7.2 Next Operations & Services Excellence Committee Meeting Date**

- ✓ Thursday, March 10, 2016, 10 am, CEO's Office, Picton Branch

**8. CEO Report**

**8.1 January 2016**

**Motion LB-022-2016**

Moved By: Steve Graham

Seconded By: Alec Lunn

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

**CARRIED**

**9. Correspondence**

**9.1 January 26, 2016, MenLove Law re: Estate of Alliban**

**Motion LB-023-2016**

Moved By: Lynda Parks Sahadat

Seconded By: Devon A. Jones

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

**CARRIED**

**10. Report From Councillors**

**Motion LB-024-2016**

Moved By: Lenny Epstein  
Seconded By: Steve Graham

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

**CARRIED**

**11. New Business**

**12. Other Business**

**12.1 OLA SuperConference**

✓ John Ambrose & Lynda Parks Sahadat attended

**13. Next Meeting Dates**

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

**14. Adjourn**

**Motion LB-025-2016**

Moved By: Alec Lunn  
Seconded By:

**THAT this meeting now adjourn at 3:05 pm.**

  
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**John Ambrose, Chair**

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