

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

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A meeting of the Library Board was held on Wednesday, May 24 2017,  
at 4:30 pm at the Picton Library Branch.

The following Board Members were present:

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

Regrets:

Ursula Cattelan  
Gordon Fox

Staff Present:

Barbara Sweet, CEO  
Tracy Daley, Office Manager

**1. Call to Order**

The meeting was called to order at 4:41 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 April 26, 2017.

**Motion LB-049-2017**

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

**THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of April 26, 2017.**

**CARRIED**

**4. Business Arising From the Minutes**

- 4.1** Milford Branch Parking – update – property has been sold
- 4.2** Vic Café Proposal – update – open for business
- 4.3** Gwynne Dyer Presentation - sold out event

**5. Report From Committee – Finance**

**5.1 Cash Disbursements – March 2017**

**Motion LB-050-2017**

Moved By: Lenny Epstein  
Seconded By: Alec Lunn

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

<b>March 2, 2017, totaling.....</b>	<b>\$ 15,039.28</b>
<b>March 16, 2017, totaling.....</b>	<b>\$ 21,698.24</b>
<b>March 30, 2017, totaling.....</b>	<b>\$ 36,587.33</b>
<b>Overall Total.....</b>	<b>\$ 73,324.85</b>

**CARRIED**

**5.2 Cash Disbursements – April 2017**

**Motion LB-051-2017**

Moved By: Devon A. Jones  
Seconded By: Steve Graham

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

<b>April 13, 2017, totaling.....</b>	<b>\$ 42,459.53</b>
<b>April 27, 2017, totaling.....</b>	<b>\$ 31,547.74</b>
<b>Overall Total.....</b>	<b>\$ 74,007.27</b>

**CARRIED**

**5.3 Income Statement – March 2017**

**Motion LB-052-2017**

Moved By: Alec Lunn  
Seconded By: Steve Graham

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

<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>
March	\$ 95,973	\$ 288,080	\$ (44,087)	\$ (47,730)

**CARRIED**

**5.4 Income Statement – April 2017**

**Motion LB-053-2017**

Moved By: Alec Lunn  
Seconded By: Steve Graham

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

<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>
April	\$ 114,142	\$ 402,222	\$ 16,853	\$ (30,877)

**CARRIED**

**5.5 Next Finance Committee Date**

✓ Wednesday, June 28, 2017, 4 pm, Picton Branch

**6. Report From Committee – Governance**

**6.1 HR 194 – Closing for Extreme Weather**

**Motion LB-054-2017**

Moved By: Lynda Parks Sahadat  
Seconded By: Lenny Epstein

**THAT The Board receive and adopt policy HR 194 as recommended by the Governance Committee.**

**CARRIED**

**6.2 HR 195 – Dealing with Personal Injury**

**Motion LB-055-2017**

Moved By: Steve Graham  
Seconded By: Devon A. Jones

**THAT The Board receive and adopt policy HR 195 as recommended by the Governance Committee.**

**CARRIED**

**6.3 Pay Equity Maintenance Update**

**Motion LB-056-2017**

Moved By: Lenny Epstein  
Seconded By: Alec Lunn

**THAT THE Board receive the verbal report from the Governance Committee.**

**CARRIED**

**6.4 Next Governance Committee Meeting Date**  
✓ Wednesday, June 21, 2017, 10 am, Picton Branch

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

**7.1 Report**

- 7.1.1 PE Learning Centre
- 7.1.2 Focus Group & Survey

**Motion LB-057-2017**

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

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

**And FURTHER THAT THE Board set the Focus Group presentation dates as:**

**Saturday, June 24, 2017, 2 pm, Picton Branch  
Wednesday, June 28, 2017, 7 pm, Picton Branch**

**CARRIED**

**7.2** Next Operations & Services Excellence Committee Meeting Date  
✓ Tuesday, June 6, 2017, 3 pm

**8. CEO Report**

**8.1** April 2017

**Motion LB-058-2017**

Moved By: Alec Lunn  
Seconded By: Steve Graham

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

**CARRIED**

**9. Correspondence**

**Motion LB-059-2017**

Moved By: Steve Graham  
Seconded By: Devon A. Jones

- 9.1** Menlove Law, April 21, 2017, Alliban Estate \$82,212.48
- 9.2** HPE Public Health, May 5, 2017, small drinking water systems, reassessment requirements

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

**CARRIED**

**10. Report From Councillors**

**Motion LB-060-2017**

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

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

**CARRIED**

**11. New Business**

**11.1 Draft Annual Report 2016**

County of Prince Edward, Committee of the Whole, June 15, 2017,  
1 pm, council, Chambers, Shire Hall

**Motion LB-061-2017**

Moved By: Devon A. Jones  
Seconded By: Steve Graham

**THAT THE Board receive the Annual Report as circulated with amendments as discussed.**

**And FURTHER THAT THE Board request The Chair to present the Annual Report to County of Prince Edward at the Committee of the Whole meeting on Thursday, June 15, 2017, as well as to apprise the Council of the Library Board's intention to move forward with the Picton renovation project and upcoming focus groups.**

**CARRIED**

**11.2 Friends Book Sale, Saturday, May 27, 2017, 10 am, Picton**

**12. Other Business**

**13. Next Meeting Dates**

✓ Wednesday, June 28, 2017, 5 pm, Picton Branch

**14. Adjourn**

**Motion LB-062-2017**

Moved By: Alec Lunn  
Seconded By: Lenny Epstein

**THAT this meeting now adjourn at 6:09 pm.**

  
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**John Ambrose, Chair**

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