

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD  
OPERATIONS & SERVICE EXCELLENCE COMMITTEE

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A meeting of the Committee was held on Tuesday, April 4, 2017, at 10 am at the Picton Branch.

The following Board Members were present:

John Ambrose  
Ursula Cattelan  
Lenny Epstein  
Steven Graham  
Devon A. Jones

Regrets:

David Simmonds

Staff Present:

Barbara Sweet, CEO  
Tracy Daley, Office Manager

**1. Call to Order**

The meeting was called to order at 10 am by The Committee Chair, Lenny Epstein.

**2. Disclosure of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest at this time.

**3. Minutes**

**3.1 Minutes of Tuesday, March 7, 2017**

Moved By: Steven Graham  
Seconded By: John Ambrose

**THAT The Operations and Service Excellence Committee accept THE MINUTES as circulated from the meeting of March 7, 2017.**

**CARRIED**

#### **4. Armoury Mall, Scott Bailey, Architect**

- ✓ Building purchased by new owners March 28, 2017
- ✓ Scott Bailey presenting draft enhancements for property
- ✓ Civic space, green path

The Operations and Service Excellence Committee request The CEO to direct Brian Clarke, Architect, to review this exciting project with Scott Bailey. And further, request that Brian Clarke present his ideas incorporating the Armoury Mall into the Picton Branch renovation project in a visual format with benefits and anticipated costs at the next committee meeting.

#### **5. Business Arising From the Minutes**

- 5.1** Parrott Application – submitted - \$100,000

#### **6. New Business**

- 6.1** Focus Group Sessions

The Operations and Service Excellence Committee request The CEO draft a survey to present at the next committee meeting. The committee would like to proceed by June catching the momentum of the Armoury Mall project.

- 6.2** School Closure - Sophiasburgh

The Operations and Service Excellence Committee request The CEO organize the tour of the school for the committee as discussed in the correspondence from Mike Farrell.

The Operations and Service Excellence Committee also supports The CEO to issue a letter of support as discussed in the correspondence from Mike Farrell.

#### **7. Other Business**

**8. Next Meeting Date**

**8.1 Operations & Service Excellence Committee**

✓ Tuesday, May 2, 2017, 10 am, Picton Branch

**9. Adjourn**

Moved By: Steve Graham

Seconded By:

**THAT this meeting now adjourn at 11:43 am.**



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**Lenny Epstein**  
Committee Chair



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**Barbara Sweet**  
CEO