

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Wednesday, February 28, 2018, at 5 pm at the Picton Library Branch.

The following Board Members were present:

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

Regrets:

Ursula Cattelan
Gordon Fox

Staff Present:

Barbara Sweet, CEO
Tracy Daley, Office Manager

Guest Present:

Alexandra Bake, Honorary Chair, Fundraising Committee
Brian Clark, Architect

1. Call to Order

The meeting was called to order at 5 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. Brian Clark, Architect

Motion LB-007-2018

Moved By: Lenny Epstein
Seconded By: Alec Lunn

THAT THE Board receive the verbal report from Brian Clark, Architect.

CARRIED

- ✓ Review James Bar, Intermediate Planner, CPE, February 22, 2018, letter
- ✓ What does Brian need from the Board to proceed
- ✓ Elevator to be accessible to all floors (LULA \$125,000)
- ✓ Heritage Impact Assessment quoted \$5,000
- ✓ Consultants to be hired by Brian Clark, billing approved by Brian and paid by the Library
- ✓ Right of Way – the Library needs access to the lower level and parking area – to proceed and get title as soon as possible

Motion LB-008-2018

Moved By: Devon A. Jones
Seconded By: Lynda Parks Sahadat

THAT THE Library Board direct Brian Clark, Architect, to proceed on the basis that the build is solely for the Library.

CARRIED

The CEO was directed to correspond with the Prince Edward Learning Centre that there is not sufficient space in the proposed addition to meet the needs of the library and a partner.

Motion LB-009-2018

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

THAT THE Library Board agree with the recommendation of the architect and increase the Picton Branch New Build

Construction Budget from 1.2 million to 1.5 million and the completion of the build is set for 2020.

CARRIED

4. Alexandra Bake, Fundraising Committee

Motion LB-010-2018

Moved By: Devon A. Jones

Seconded By: Alec Lunn

THAT THE Library Board agree and approve the recommendation of the Fundraising Chair that the target for the Picton Branch Renovation Project be set at 2.0 million.

CARRIED

Where are my donation dollars going? The Fundraising Committee requires preliminary drawings and a clear picture of what to present to the public.

- ✓ Fact Sheet to be provided by Dawn Ayer
- ✓ The build is for the Library
- ✓ The design acknowledges the focus group's input
- ✓ Accessible to everyone
- ✓ Programs & Flexibility
- ✓ One time ask
- ✓ Maple in the County March 24, 2018 - launch campaign, introduce logo, ***time to renew***
- ✓ 1. Initial Ask 2. Campaign 3. Other Funding

5. Minutes

5.1 Library Board Minutes from the meeting held on January 28, 2018.

Motion LB-011-2018

Moved By: Lynda Parks Sahadat

Seconded By: Alec Lunn

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of January 28, 2018.

CARRIED

6. Business Arising From the Minutes

6.1 2nd Draft 2017 Annual Report

Motion LB-012-2018

Moved By: Alec Lunn
Seconded By: Lenny Epstein

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

And FURTHER THAT THE Board direct the CEO to distribute the Annual Report to County of Prince Edward Councillors.

CARRIED

6.2 Regent Theatre meeting dates

Motion LB-013-2018

Moved By: Alec Lunn
Seconded By: Lenny Epstein

THAT THE Board direct the CEO to work with the Regent's Board to set a meeting date and time, Board to Board.

CARRIED

7. Report From Committee – Finance

7.1 Cash Disbursements – December 2017

Motion LB-014-2018

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

THAT The Board accept THE Disbursements Summary Report as circulated.

December 7, 2017, totaling.....	\$ 31,568.12
December 21, 2017, totaling.....	\$ 28,292.13
Overall Total.....	\$ 59,860.25

CARRIED

7.2 Cash Disbursements – January 2018

Motion LB-015-2018

Moved By: Alec Lunn
Seconded By: Lenny Epstein

THAT The Board accept THE Disbursements Summary Report as circulated.

January 4, 2018, totaling.....\$ 34,873.72
January 18, 2018, totaling.....\$ 45,823.06
Overall Total..... \$ 80,696.78

CARRIED

7.3 Income Statement – December 2017 in Draft

Motion LB-016-2018

Moved By: Devon A. Jones
Seconded By: Lynda Parks Sahadat

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

Date 2017	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
December	\$ 97,960	\$ 1,276.043	\$ (13,750)	\$ 422

CARRIED

7.4 Income Statement – January 2018

Motion LB-017-2018

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

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

Date 2018	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
January	\$ 96,982	\$ 96,982	\$ 7,611	\$ 7,611

CARRIED

7.5 Library Year End Audit – the week of March 12, 2018

7.6 Next Finance Committee Date

- ✓ ~~Wednesday, February 28, 2018, 4 pm, Picton Branch~~
- ✓ Wednesday, March 28, 2018, 4 pm, Picton Branch

8. Report From Committee – Governance

8.1 Report

Motion LB-018-2018

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

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

CARRIED

Highlights

- Lynn Burkart Report – further information needed from CPE

8.2 Next Governance Committee Meeting Date

- ✓ Wednesday, February 21, 2018, 10 am, Picton Branch
- ✓ ~~Wednesday, March 21, 2018, 10 am, Picton Branch – postponed~~

9. Report From Committee – Operations & Services Excellence

9.1 Next Operations & Services Excellence Committee Meeting Date

- ✓ TBD

10. CEO Report

10.1 January 2018

Motion LB-019-2018

Moved By: Alec Lunn
Seconded By: Lenny Epstein

THAT THE Board accept the CEO's Reports as circulated.

CARRIED

11. Correspondence

11.1 James Bar, Intermediate Planner, CPE, February 22, 2018, Information Requirements for a complete application for Picton Branch Expansion.

11.2 Brian Clark, Architect, dated February 26, 2018

Motion LB-020-2018

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

THAT THE Board accept the correspondence as circulated.

CARRIED

12. Report From Councillors

Motion LB-021-2018

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

THAT THE Board receive the verbal report from councillors.

CARRIED

13. New Business

14. Other Business

15. Next Meeting Dates

✓ Wednesday, March 28, 2018, 5 pm, Picton Branch

16. Adjourn


Motion LB-022-2017

Moved By: Steve Graham
Seconded By:

THAT this meeting now adjourn at 6:30 pm.



John Ambrose, Chair



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