

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Wednesday, September 28, 2018, at 11 am at the Picton Library Branch.

The following Board Members were present:

John Ambrose
Lenny Epstein
Gordon Fox
Devon A. Jones
Lynda Parks Sahadat

Regrets:

Ursula Cattelan
Steve Graham
Alec Lunn

Staff Present:

Barbara Sweet, CEO
Tracy Daley, Office Manager

1. Call to Order

The meeting was called to order at 11 am by The Chair, John Ambrose.

2. Opening Statement

The Chair would like to thank The Board, The Committee members, The CEO, and the Library Staff - standard of excellence.

3. Confirmation of the Agenda

3.1 Motion to Confirm the Agenda

Motion LB-065-2018

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

THAT the agenda for the Library Board meeting of September 28, 2018 be confirmed.

CARRIED

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest at this time.

5. Minutes

5.1 Library Board Minutes from the meeting held on June 27, 2018.

Motion LB-066-2018

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

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of June 27, 2018.

CARRIED

6. Business Arising From the Minutes

6.1 Mark Maury Quote for Consecon Tower
✓ Total Capital Project as Budgeted \$70,000

7. Finance

7.1 Cash Disbursements – June 2018

Motion LB-067-2018

Moved By: Lenny Epstein
Seconded By: Lynda Parks Sahadat

THAT The Board accept THE DISBURSEMENT SUMMARY Report as circulated and as recommended by The Finance Committee:

June 6, 2018, totaling.....	\$ 20,302.09
June 21, 2018, totaling.....	\$ 14,736.23
Overall Total.....	\$ 35,038.32

CARRIED

7.2 Cash Disbursements – July 2018

Motion LB-068-2018

Moved By: Lenny Epstein
Seconded By: Lynda Parks Sahadat

THAT The Board accept THE DISBURSEMENT SUMMARY Report as circulated and as recommended by The Finance Committee:

July 5, 2018, totaling..... \$ 26,443.36
July 19, 2018, totaling..... \$ 36,527.02
Overall Total.....\$ 62,970.38

CARRIED

7.3 Cash Disbursements – August 2018

Motion LB-069-2018

Moved By: Lenny Epstein
Seconded By: Lynda Parks Sahadat

THAT The Board accept THE DISBURSEMENT SUMMARY Report as circulated and as recommended by The Finance Committee:

August 2, 2018, totaling..... \$ 34,804.69
August 16, 2018, totaling..... \$ 7,733.07
August 30, 2018, totaling..... \$ 31,323.91
Overall Total.....\$ 73,861.67

CARRIED

7.4 Income Statement – June 2018

Motion LB-070-2018

Moved By: Lynda Parks Sahadat
Seconded By: Gordon Fox

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

Date 2018	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
June	\$ 105,093	\$ 606,863	\$ (4,148)	\$ (51,777)

CARRIED

7.5 Income Statement – July 2018

Motion LB-071-2018

Moved By: Lynda Parks Sahadat
Seconded By: Gordon Fox

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

Date 2018	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
July	\$ 99,450	\$ 706,313	\$ (11,901)	\$ (63,679)

CARRIED

7.6 Income Statement – August 2018

Motion LB-072-2018

Moved By: Lynda Parks Sahadat
Seconded By: Gordon Fox

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

Date 2018	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
August	\$ 107,169	\$ 813,482	\$ (22,537)	\$ (86,215)

CARRIED

7.7 Budget 2019

7.8 Aliban Estate Final Payment Forthcoming

7.9 Next Finance Committee Date

✓ Wednesday, October 24, 2018, 4 pm, Picton Branch

8. Report From Committee – Governance

8.1 Report

Motion LB-073-2018

Moved By: Lynda Parks Sahadat

Seconded By: Devon A. Jones

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

CARRIED

Report Highlights

- CEO Evaluation
- Annual Review of Policy
- Respect Policy - NEW – for next meeting

“We [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Wendat, Anishnaabeg, and Haudenosaunee Peoples and directly adjacent to the Kanien’keha:ka (Mohawk) community of Tyendinaga.”

8.2 Next Governance Committee Meeting Date

✓ Friday, October 19, 2018, 10 am, Picton

9. Report From Committee – Fundraising

9.1 Report – Finance

Motion LB-074-2018

Moved By: Lenny Epstein

Seconded By: Gordon Fox

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

CARRIED

Report Highlights

- Anonymous Donor Matching to \$100,000 in donations for October
- Night at the Library Sunday October 28, 2018
- An Evening with Carol Off November 24, 2018

- Tag Days October 18, 19 & 20

9.2 Report – Environmental Policy

Motion LB-075-2018

Moved By: Lenny Epstein
Seconded By: Gordon Fox

THAT THE Board receive the report presented by the chair this date as circulated.

And finally THAT THE Board request The CEO confirm that the engineer that we have engaged will compare and provide a cost benefits analysis including geothermal and air conditioning for the Picton expansion.

CARRIED

9.3 Next Committee Meeting Date ✓ TBD

10. CEO Report

10.1 June July & August 2018

Motion LB-076-2018

Moved By: Gordon Fox
Seconded By: Lynda Parks Sahadat

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

CARRIED

CEO Report Highlights

- Pumpkinfest October 13, 2018, Friends Book Sale - Wellington
- Wednesday, October 17, 2018, LIVE Music for Ontario Public Library Week – Bloomfield, Milford, Wellington
- Spanish and French Programs, new

11. Correspondence

Motion LB-077-2018

Moved By: Gordon Fox

Seconded By: Devon A. Jones

The Innes-Watson Art Gallery Fund
Andrew Innes and Donald Watson
• Memorandum of Understanding/Legacy

THAT THE Board accept the correspondence as circulated.

CARRIED

12. Report From Councillors

Motion LB-078-2018

Moved By: Devon A. Jones
Seconded By: John Ambrose

THAT THE Board receive the verbal report from councillors.

CARRIED

13. New Business

- 13.1** Library Board – End of Term
- Legacy Document
 - Succession Planning

14. Other Business

15. Next Meeting Dates

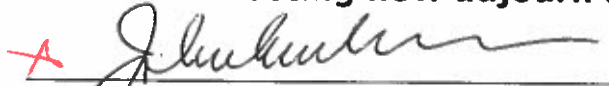
- ✓ Wednesday, November 28, 2018, 5 pm, Picton Branch

16. Adjourn


Motion LB-079-2017

Moved By: Devon A. Jones
Seconded By:

THAT this meeting now adjourn at 12:41 pm.



John Ambrose, Chair



Barbara Sweet, CEO
Secretary/Treasurer to The Board