

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Wednesday, September 28, 2016, at 4:35 pm at the Wellington Branch.

The following Board Members were present:

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

Regrets:

John Ambrose
Ursula Cattelan

Staff Present:

Barbara Sweet, CEO
Tracy Daley, Office Manager

1. Call to Order

The meeting was called to order at 4:35 pm by The Vice Chair, Lynda Parks Sahadat.

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 June 22, 2016.

Motion LB-061-2016

Moved By: Gordon Fox
Seconded By: Steve Graham

THAT The Library Board accept THE MINUTES as circulated from the Board Meeting of June 22, 2016.

CARRIED

4. Business Arising From the Minutes

4.1 In Camera Session

Motion LB-062-2016

Moved By: Alec Lunn
Seconded By: Steve Graham

THAT The Library Board move in camera at 4:37 pm

CARRIED

4.2 Move Out of in Camera Session

Motion LB-063-2016

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

THAT The Library Board move to come out of camera at 4:50 pm.

CARRIED

4.3 Milford Branch Parking

Motion LB-064-2016

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

THAT The Library Board receive the verbal report from the CEO and further request that the CEO confirm when the report is received from the Planning Department at The County of Prince Edward.

CARRIED

5. Report From Committee – Finance

5.1 Cash Disbursements – June 2016

Motion LB-065-2016

Moved By: Gordon Fox
Seconded By: Alec Lunn

THAT The Board accept THE Disbursements Summary Report as circulated.

June 9, 2016, totaling.....\$ 34,624.07
June 23, 2016, totaling.....\$ 16,496.81
Overall Total..... \$ 51,120.88

CARRIED

5.2 Income Statement – June 2016

Motion LB-066-2016

Moved By: Alec Lunn
Seconded By: Lenny Epstein

THAT The Board accept THE FINANCIAL STATEMENT Report as circulated.

Date 2016	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
June	\$ 95,140	\$ 595,482	\$ 1,194	\$ (18,719)

CARRIED

5.3 Cash Disbursements – July 2016

Motion LB-067-2016

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

THAT The Board accept THE Disbursements Summary Report as circulated.

July 7, 2016, totaling.....\$ 30,631.72
July 21, 2016, totaling.....\$ 14,408.61
Overall Total..... \$ 45,040.33

CARRIED

5.4 Income Statement – July 2016

Motion LB-068-2016

Moved By: Steve Graham
Seconded By: Lenny Epstein

THAT The Board accept THE FINANCIAL STATEMENT Report as circulated.

Date 2016	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
July	\$ 91,539	\$ 687,021	\$ (8,360)	\$ (27,079)

CARRIED

5.5 Cash Disbursements – August 2016

Motion LB-069-2016

Moved By: Gordon Fox
Seconded By: Lenny Epstein

THAT The Board accept THE Disbursements Summary Report as circulated.

August 4, 2016, totaling.....	\$ 29,177.22
August 18, 2016, totaling.....	\$ 2,599.90
August 25, 2016, totaling.....	\$ 10,734.79
Overall Total.....	\$ 42,511.91

CARRIED

5.6 Income Statement – August 2016

Motion LB-070-2016

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

THAT The Board accept THE FINANCIAL STATEMENT Report as circulated.

Date 2016	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
August	\$ 93,184	\$ 780,205	\$ 1,824	\$ (25,255)

CARRIED

5.7 Capital Budget Update 2016

Motion LB-071-2016

Moved By: Gordon Fox
Seconded By: Steve Graham

THAT The Board receive The Capital Project Report from Bruce Downey Architects as circulated.

CARRIED

Motion LB-072-2016

Moved By: Gordon Fox
Seconded By: Steve Graham

THAT The Board request a progress report from Bruce Downey Architects and FURTHER THAT The Board would expect the project completed in the spring of 2017.

CARRIED

5.8 Draft Operating Budget 2017

✓ Reviewed and deferred to the Finance Committee

5.9 Next Finance Committee Date

✓ Wednesday, October 26, 3:30 pm, Wellington Branch

6. Report From Committee – Personnel

6.1 Report

Motion LB-073-2016

Moved By: Alec Lunn
Seconded By: Lenny Epstein

THAT The Board receive the verbal report from the Personnel Committee.

CARRIED

6.2 Next Personnel Committee Meeting Date

✓ Thursday, October 20, 2016, 5 pm, Picton CEO's Office

7. Report From Committee – Operations & Services Excellence

7.1 Report

Motion LB-074-2016

Moved By: Devon A. Jones

Seconded By: Steve Graham

THAT THE Board receive and adopt the STRATEGIC PLAN 2015 with revisions and as recommended by the Operations and Service Excellence Committee.

CARRIED

7.2 Next Operations & Services Excellence Committee Meeting Date

✓ Tuesday, October 18, 2016, 5 pm, Picton CEO's Office

8. CEO Report

8.1 June, July & August 2016

Motion LB-075-2016

Moved By: Gordon Fox

Seconded By: Alec Lunn

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

CARRIED

9. Correspondence

9.1 Alliban Estate – July 13, 2016, Distribution of Funds

9.2 Friends of Picton - \$1,500 "Borrow and Instrument Program"

9.3 Friends of Ameliasburgh - \$1,000 "Air Conditioner" (no letter)

9.4 Alliban Estate – September 16, 2016, Distribution of Funds

Motion LB-076-2016

Moved By: Devon A. Jones

Seconded By: Steve Graham

THAT THE Board receive the correspondence as circulated.

CARRIED

10. Report From Councillors

Motion LB-077-2016

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

THAT THE Board receive the verbal report from councillors.

CARRIED

11. New Business

12. Other Business

13. Next Meeting Dates

✓ Wednesday, October 26, 2016, 4:30 pm, Wellington Branch

14. Adjourn

Motion LB-078-2016

Moved By: Devon A. Jones
Seconded By:

THAT this meeting now adjourn at 6:07 pm.



Lynda Parks Sahadat, Vice Chair



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