

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Wednesday, April 26, 2017, at 5 pm at the Picton Library Branch.

The following Board Members were present:

John Ambrose
Ursula Cattelan
Lenny Epstein
Gordon Fox
Devon A. Jones
Steve Graham
Lynda Parks Sahadat

Regrets:

Alec Lunn

Staff Present:

Barbara Sweet, CEO
Tracy Daley, Office Manager

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. KPMG LLP

Breanne Bradshaw, CPA, CA, Licensed Public Accountant

Motion LB-036-2017

Moved By: Gordon Fox
Seconded By: Ursula Cattelan

THAT The Board accept the Year End Audited Report drafted by KPMG LLP for December 31, 2016, as circulated and presented by Breanne Bradshaw, CPA, CA, KPMG LLP, and FURTHER THAT The Board authorize Barbara Sweet, CEO, and John Ambrose, Chair sign the final audit letter signifying the completion of the audit, as recommended by the Finance Committee.

CARRIED

4. Minutes

4.1 Library Board Minutes from the meeting held on March 22, 2017.

Motion LB-037-2017

Moved By: Ursula Cattelan
Seconded By: Lynda Parks Sahadat

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of March 22, 2017.

CARRIED

5. Business Arising From the Minutes

- 5.1** Milford Branch Parking – update
- 5.2** Vic Café Proposal - update

6. Report From Committee – Finance

- 6.1** Next Finance Committee Date
 - ✓ Wednesday, May 24, 2017, 3:30 pm, Picton Branch

7. Report From Committee – Governance

- 7.1** HR 106 - Staff Complaints

Motion LB-038-2017

Moved By: Ursula Cattelan
Seconded By: Lenny Epstein

THAT The Board receive and adopt policy HR 106 as recommended by the Governance Committee.

CARRIED

7.2 LA 120 Meeting the Requirements of the AODA Regulations

Motion LB-039-2017

Moved By: Ursula Cattelan
Seconded By: Lenny Epstein

THAT The Board receive and adopt policy LA 120 as recommended by the Governance Committee.

CARRIED

7.3 HR 190 Health and Safety

Motion LB-040-2017

Moved By: Gordon Fox
Seconded By: Steven Graham

THAT The Board receive and adopt policy HR 190 as recommended by the Governance Committee.

CARRIED

7.4 HR 191 Health, Safety and the Law

Motion LB-041-2017

Moved By: Ursula Cattelan
Seconded By: Lynda Parks Sâhadat

THAT The Board receive and adopt policy HR 191 as recommended by the Governance Committee.

CARRIED

7.5 HR 192 Worker's Rights

Motion LB-042-2017

Moved By: Lenny Epstein
Seconded By: Steve Graham

THAT The Board receive and adopt policy HR 192 as recommended by the Governance Committee.

CARRIED

7.6 Pay Equity Maintenance Update

Motion LB-043-2017

Moved By: Lynda Parks Sahadat
Seconded By: Steve Graham

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

CARRIED

- 7.7 Next Governance Committee Meeting Date**
✓ Wednesday, May 17, 2017, 10 am, Picton Branch

8. Report From Committee – Operations & Services Excellence

- 8.1 Report**
8.1.1 Armoury Mall
8.1.2 Focus Group & Survey
8.1.3 Parrott Application
8.1.4 School Closure - Sophiasburgh

Motion LB-044-2017

Moved By: Steve Graham
Seconded By: Ursula Cattelan

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

CARRIED

- 8.2 Next Operations & Services Excellence Committee Meeting Date**
✓ Tuesday, May 2, 2017, 10 am

9. CEO Report

- 9.1 March 2017**

Motion LB-045-2017

Moved By: Ursula Cattelan
Seconded By: Lenny Epstein

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

CARRIED

10. Correspondence

Motion LB-046-2017

Moved By: Ursula Cattelan
Seconded By: Gordon Fox

10.1 John M & Bernice Parrott Foundation Inc., April 10, 2017
\$100,000.00 towards the Picton Branch Renovation

THAT THE Board receive the correspondence as circulated.

CARRIED

11. Report From Councillors

Motion LB-047-2017

Moved By: Ursula Cattelan
Seconded By: Devon A. Jones

THAT THE Board receive the verbal report from councillors.

CARRIED

12. New Business

12.1 Statement of Financial Position as at December 31, 2016

	Unrestricted (Operating)	Invested in TCA	Emergency Reserves	Estate Reserves	Total
Cash	216,943	-	23,779	153,301	394,023
Accounts receivable	41,714	-	-	-	41,714
	258,657	-	23,779	153,301	435,737
Accounts payable and accrued liabilities	115,517	-	-	-	115,517
Deferred revenue	82,965	-	-	-	82,965
	198,482	-	-	-	198,482
Net financial assets	60,175	-	23,779	153,301	237,255
Tangible capital assets	-	436,838	-	-	436,838
Prepaid expenses	18,290	-	-	-	18,290
	18,290	436,838	-	-	455,128
Accumulated surplus	78,465	436,838	23,779	153,301	692,383

Capital Project Funds \$ 153,301

13. Other Business

13.1 Gwynne Dyer May 5, 2017, Books & Co., Sold Out

14. Next Meeting Dates

✓ Wednesday, May 24, 2017, 5 pm, Picton Branch

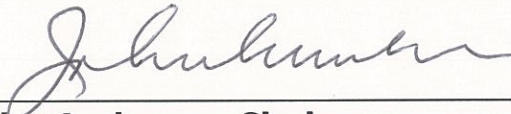
15. Adjourn

Motion LB-048-2017

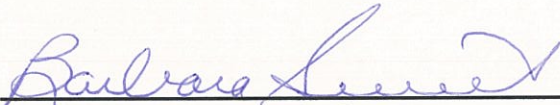
Moved By: Steve Graham

Seconded By: Lenny Epstein

THAT this meeting now adjourn at 6:12 pm.



John Ambrose, Chair



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