

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

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A meeting of the Library Board was held on Wednesday, March 22, 2017, at 5 pm at the Picton Library Branch.

The following Board Members were present:

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

Regrets:

Ursula Cattelan

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. Milford Branch - Parking**

Richard Jones, Jones Law, Library patron

**Motion LB-024-2017**

Moved By: Gordon Fox  
Seconded By: Alec Lunn

**THAT The Board receive the verbal report from the Richard Jones, Jones Law as presented.**

**CARRIED**

**4. Jefferson Gilbert – Innovation**

**Motion LB-025-2017**

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

**THAT The Board receive the verbal report from the Jefferson Gilbert as presented.**

**CARRIED**

**5. Minutes**

**5.1** Library Board Minutes from the meeting held on February 22, 2017.

**Motion LB-026-2017**

Moved By: Gordon Fox  
Seconded By: Lynda Parks Sahadat

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

**CARRIED**

**6. Business Arising From the Minutes**

**7. Report From Committee – Finance**

**7.1** Cash Disbursements – February 2017

**Motion LB-027-2017**

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

**THAT THE Board accept THE Disbursements Summary Report as circulated and as recommended by the Finance Committee.**

**February 9, 2017, totaling.....\$ 38,672.73**

**February 16, 2017, totaling.....\$ 15,521.46**  
**Overall Total..... \$ 54,194.19**

**CARRIED**

**7.2 Income Statement – February 2017**

**Motion LB-028-2017**

Moved By: Gordon Fox  
 Seconded By: Lenny Epstein

**THAT THE Board accept THE FINANCIAL STATEMENT Report as circulated and as recommended by the Finance Committee.**

| <b>Date 2017</b> | <b>Total Revenue Month</b> | <b>Total Revenue Year to Date</b> | <b>Net Surplus Month</b> | <b>Net Surplus Year to Date</b> |
|------------------|----------------------------|-----------------------------------|--------------------------|---------------------------------|
| Feb              | \$ 98,722                  | \$ 194,711                        | \$ (1,528)               | \$ 5,176                        |

**CARRIED**

**7.3 Capital Budget – 2016**

Capital reimbursements as submitted have now been received from the County of Prince Edward.

**7.4 Vic Café Proposal**

**Motion LB-029-2017**

Moved By: Alec Lunn  
 Seconded By: Steve Graham

**THAT The Board receive the proposal from the Vic Café as circulated and as recommended by the Finance Committee.**

**And FURTHER THAT The Board support the application for the appropriate approvals.**

**CARRIED**

**7.5 Next Finance Committee Date**

✓ Wednesday, April 26, 2017, 4 pm, Picton Branch

## **8. Report From Committee – Governance**

### **8.1 HR 112- Training and Development Policy**

#### **Motion LB-030-2017**

Moved By: Steve Graham  
Seconded By: Lynda Parks Sahadat

**THAT The Board receive and adopt policy HR 112 as recommended by the Governance Committee.**

**CARRIED**

**8.2 Pay Equity Maintenance Update**  
✓ Questionnaires have been provided to staff

**8.3 Next Governance Committee Meeting Date**  
✓ Wednesday, April 19, 2017, 10 am, Picton Branch

## **9. Report From Committee – Operations & Services Excellence**

**9.1 Committee Chair – Lenny Epstein**  
**9.2 Report**

#### **Motion LB-031-2017**

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

**THAT THE Board receive the verbal report as well as the report dated February 7, 2017, as circulated from the Operations & Service Excellence Committee.**

**CARRIED**

**9.3 Next Operations & Services Excellence Committee Meeting Date**  
✓ Tuesday, April 4, 2017, 10 am

**10. CEO Report**

**10.1** February 2017

**Motion LB-032-2017**

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

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

**CARRIED**

**11. Correspondence**

**Motion LB-033-2017**

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

**11.1** Menlove Law, March 22, 2017  
Estate of Russell Balance of Funding Received \$4,678.02

**THAT THE Board receive the correspondence as circulated.**

**CARRIED**

**12. Report From Councillors**

**Motion LB-034-2017**

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

**THAT THE Board receive the verbal report from councillors.**

**CARRIED**

**13. New Business**

**14. Other Business**

**14.1** Milford Parking

The Board references **Motion LB-057-2016** and authorizes continued negotiations of the purchase of 3035 County Road 10, Milford.

**15. Next Meeting Dates**

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


**16. Adjourn**

**Motion LB-035-2017**

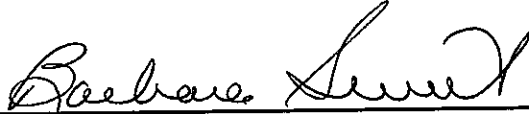
Moved By: Gordon Fox

Seconded By: Alec Lunn

**THAT this meeting now adjourn at 6:21 pm.**



**John Ambrose, Chair**



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