

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

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A meeting of the Library Board was held on Wednesday, October 25, 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  
Lynda Parks Sahadat

Regrets:

Steve Graham  
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. Minutes**

- 3.1** Library Board Minutes from the meeting held on September 27, 2017.

**Motion LB-090-2017**

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

**THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of September 27, 2017.**

**CARRIED**

**4. Business Arising From the Minutes**

**5. Report From Committee – Finance**

**5.1 Cash Disbursements – September 2017**

**Motion LB-091-2017**

Moved By: Lenny Epstein  
Seconded By: Lynda Parks Sahadat

**THAT The Board accept THE Disbursements Summary Report as circulated and as recommended by The Finance Committee:**

Sept 7, 2017, totaling.....\$ 32,315.03  
Sept 28, 2017, totaling.....\$ 24,997.00  
Overall Total..... \$ 57,312.03

**CARRIED**

**5.2 Income Statement – September 2017**

**Motion LB-092-2017**

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>
September	\$ 110,791	\$ 898,490	\$ (17,080)	\$ (62,052)

**CARRIED**

**5.3 Next Finance Committee Date**

✓ Wednesday, November 22, 2017, 4 pm, Picton Branch

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

### **6.1 Report**

#### **6.1.1 Terms of Reference – Fundraising Sub Committee**

#### **Motion LB-093-2017**

Moved By: Gordon Fox  
Seconded By: Lenny Epstein

**THAT THE Board receive and adopt policy LB 116 – Terms of Reference – Fundraising Sub Committee as recommended by the Governance Committee, with amendments.**

**CARRIED**

#### **6.1.2 County of Prince Edward and CUPE**

The County of Prince Edward and CUPE have reached a new four (4) year collective agreement. Barbara Sweet, CEO has requested a copy of the ratified document.

### **6.2 Next Governance Committee Meeting Date**

- ✓ Wednesday, November 15, 2017, 10 am - Cancelled
- ✓ Wednesday, December 13, 2017, 10 am

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

### **7.1 Report**

#### **7.1.1 Brian Clark, Architect, Report October 12, 2017**

#### **Motion LB-094-2017**

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

**THAT The Board receive the Draft Architectural Plans Report dated October 12, 2017, as recommended by the Operations & Service Excellence Committee.**

**CARRIED**

7.1.2 Brian Clark, Architect, Report October 18, 2017

**Motion LB-095-2017**

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

**THAT The Board receive the Draft Architectural Plans Report dated October 18, 2017, as recommended by the Operations & Service Excellence Committee.**

**CARRIED**

7.1.3 Brian Clark, Architect, Email Correspondence October 18, 2017

**Motion LB-096-2017**

Moved By: Gordon Fox  
Seconded By: Lynda Parks Sahadat

**THAT The Board receive the email correspondence dated October 18, 2017, as recommended by the Operations & Service Excellence Committee.**

**CARRIED**

7.1.4 Brian Clark, Architect, Proposal for Geotechnical Investigation dated July 15, 2017

**Motion LB-097-2017**

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

**THAT The Board receive the correspondence dated July 15, 2017, as recommended by the Operations & Service Excellence Committee.**

**CARRIED**

7.1.5 Brian Clark, Architect, Preliminary Geotechnical Investigation Report Library Addition, 208 Main Street, Picton, Ontario

**Motion LB-098-2017**

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

**THAT The Board receive the Preliminary Geotechnical Investigation Report Library Addition, 208 Main Street, Picton, Ontario, dated October 11, 2017, as recommended by the Operations & Service Excellence Committee.**

**CARRIED**

7.1.6 Brian Clark, Architect, Architect, Fees and Services

**Motion LB-099-2017**

Moved By: Lynda Parks Sahadat  
Seconded By: Ursula Cattelan

**THAT The Board receive the detailed proposal for Architectural Fees and Services Report Library Addition, 208 Main Street, Picton, Ontario, dated October 25, 2017.**

**CARRIED**

7.1.7 Brian Clark, Architect, Operating Budget

**Motion LB-100-2017**

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

**THAT The Board note the recommendation of the Architect to hire an environmental consultant to report on the impact to the library operating budget of the additional space.**

**CARRIED**

**7.2 Capital Budget 2018**

**Motion LB-101-2017**

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

**THAT The Operations and Service Excellence Committee recommend the capital budget submission to The County of Prince Edward for the Picton Branch Addition of \$320,000 to The Board.**

**CARRIED**

**7.3 2018 Capital Project**

**7.3.1 Picton Addition – Formalize Contract with Brian Clark, Architect**

**Motion LB-102-2017**

Moved By: Gordon Fox  
Seconded By: Ursula Cattelan

**THAT The Board proceed with building plans as presented by Brian Clark, Architect, dated October 18, 2017.**

**And FURTHER THAT The Board direct the CEO to enter into a formalized relationship with Brian Clark, Architect.**

**And FINALLY THAT The Board direct the CEO to have the standard architectural contract reviewed by Mayeski Mathers LLP.**

**CARRIED**

**7.3.2 Partners**

**Motion LB-103-2017**

Moved By: Gordon Fox  
Seconded By: Ursula Cattelan

**THAT The Board direct the CEO to contact the Learning Centre and Loyola to review plans and timelines.**

**And FURTHER THAT The Board direct the CEO to approach The Regent Theatre Board to discuss possible space available in the Picton addition.**

**And FINALLY THAT The Board direct the CEO to continue to liaise with the Armoury Mall owners to coordinate those activities that require mutual cooperation.**

**CARRIED**

### 7.3.3 Further Funding

#### **Motion LB-104-2017**

Moved By: Gordon Fox  
Seconded By: Ursula Cattelan

**THAT The Board direct the CEO to apply to the Parrott Foundation for additional funding to move the addition forward expeditiously.**

**CARRIED**

### 7.4 Volunteer Subcommittee - Fundraising

#### 7.5 Report

##### 7.5.1 Survey

7.5.2 Requests to Armoury Mall and Regent Theatre – entry to property for build: **Motion LB-103-2017**

7.5.3 Re-initiate discussions with partners: **Motion LB-103-2017**

#### **Motion LB-105-2017**

Moved By: John Ambrose  
Seconded By: Gordon Fox

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

**CARRIED**

7.6 Next Operations & Services Excellence Committee Meeting Date  
✓ TBD

### 8. CEO Report

#### 8.1 September 2017

#### **Motion LB-106-2017**

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

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

**CARRIED**

**9. Correspondence**

**9.1** Letter dated June 24, 2017, Denis Michel

**Motion LB-107-2017**

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

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

**CARRIED**

**10. Report From Councillors**

**Motion LB-108-2017**

Moved By: Lynda Sahadat Parks  
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**


- ✓ Thursday, November 2, 2017, 5 pm, Picton Branch
- ✓ Wednesday, November 22, 2017, 5 pm, Picton Branch


**14. Adjourn**

**Motion LB-109-2017**

Moved By: Devon A. Jones  
Seconded By:

**THAT this meeting now adjourn at 6:36 pm.**

  
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John Ambrose, Chair

  
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Barbara Sweet, CEO  
Secretary/Treasurer to The Board