

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY - FINANCE COMMITTEE

A meeting of the Finance Committee was held on Wednesday, November 22, 2017, at 4 pm at the Picton Branch Library.

The following Finance Committee Members were present:

John Ambrose, Board Chair
Ursula Cattelan, Finance Chair
Gordon Fox
Alec Lunn

Regrets:

The following Board Members were present:

Lynda Sahadat Parks, Board Vice Chair

Staff Present:

Barbara Sweet, CEO
Tracy Daley, Office Manager

1. **Call to Order**

The meeting was called to order at 4 pm by The Committee Chair, Ursula Cattelan.

2. **Disclosure of Pecuniary Interest & General Nature Thereof**

There were no disclosures of pecuniary interest at this time.

3. **Minutes**

- 3.1 Finance Committee minutes from the meeting held Wednesday, October 25, 2017.

Moved By: Gordon Fox
Seconded By: John Ambrose

THAT The Finance Committee accept THE MINUTES as circulated from the meeting of October 25, 2017.

CARRIED

4. Finance

4.1 Cash Disbursements – October 2017

Moved By: Alec Lunn
Seconded By: John Ambrose

THAT The Finance Committee accept the Disbursements Summary Report as circulated:

October 12, 2017, totaling.....\$ 34,784.60
October 26, 2017, totaling.....\$ 15,919.89
Overall Total..... \$ 50,704.49

And finally THAT The Finance Committee recommend the CASH DISBURSEMENT REPORT October 2017 to The Board.

CARRIED

4.2 Income Statement – October 2017

Moved By: Alec Lunn
Seconded By: John Ambrose

THAT The Finance Committee accept THE FINANCIAL STATEMENT Report as circulated:

Date 2017	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
October	\$ 97,362	\$ 995,852	\$ (4,709)	\$ (66,761)

And finally THAT The Finance Committee recommend the FINANCIAL STATEMENT REPORT October 2017 to The Board.

CARRIED

5. **Business Arising From the Minutes**

5.1 Vic Café Patio

Library responsible for \$ 3,500 plus HST – invoice received from The Vic Café September 12, 2017 and cheque issued same date.

Additional Expenses Incurred by Library
Scott Wentworth Landscaping \$ 2,067 plus HST – uninstall, move and re-install table, chairs, bench, and finishings.

5.2 Capital Budget 2018

Development Charges – CEO will continue to investigate and report to the committee

6. **Other Business**

7. **New Business**

8. **Next Meeting Date**

✓ Wednesday, December 20, 2017, 4 pm, Picton Branch

9. **Adjourn**

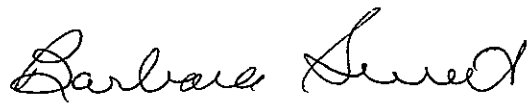
Moved By: Alec Lunn

Seconded By:

THAT this meeting now adjourn at 5:02 pm.



Finance CHAIR
Ursula Cattelan



CEO
Barbara Sweet