

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Wednesday, June 28, 2017, at 5 pm at the Picton Library Branch.

The following Board Members were present:

John Ambrose
Ursula Cattelan
Lenny Epstein
Devon A. Jones
Lynda Parks Sahadat

Regrets:

Gordon Fox
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 May 24, 2017.

Motion LB-063-2017

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

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of May 24, 2017.

CARRIED

4. Business Arising From the Minutes

- 4.1** Presentation to Committee of the Whole, Thursday, June 15, 2017, at 1 pm, Council Chambers, Shire Hall
- Annual Report 2016
 - Picton Branch Renovation Project

5. Report From Committee – Finance

5.1 Cash Disbursements – May 2017

Motion LB-064-2017

Moved By: Ursula Cattelan
Seconded By: Lenny Epstein

THAT The Board accept THE Disbursements Summary Report as circulated:

May 4, 2017, totaling.....\$ 44,623.58
May 18, 2017, totaling.....\$ 12,644.96
Overall Total..... \$ 57,268.54

CARRIED

5.2 Income Statement – May 2017

Motion LB-065-2017

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

THAT The Board 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
May	\$ 96,674	\$ 498,895	\$ 7,659	\$ (23,218)

CARRIED

5.3 Accounts July and August

Motion LB-066-2017

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

THAT The Library Board authorize the Chair and CEO to pay accounts for July and August 2017 and report to The Library Board at the September Board Meeting.

CARRIED

5.4 Next Finance Committee Date

- ✓ Wednesday, September 27, 2017, 4 pm, Picton Branch
- ✓ Ursula Cattelan requests John Ambrose Chair meeting

6. Report From Committee – Governance

6.1 HR 193 – Workplace Inspections

Motion LB-067-2017

Moved By: Lynda Parks Sahadat
Seconded By: Lenny Epstein

THAT The Board receive and adopt policy HR 193 as recommended by the Governance Committee.

CARRIED

6.2 HR 193 – Workplace Inspections Form

Motion LB-068-2017

Moved By: Lenny Epstein
Seconded By: Lynda Parks Sahadat

THAT The Board receive and adopt policy HR 193 Form as recommended by the Governance Committee.

CARRIED

6.3 HR 196 – Evacuating the Building

Motion LB-069-2017

Moved By: Lenny Epstein

Seconded By: Lynda Parks Sahadat

THAT The Board receive and adopt policy HR 196 as recommended by the Governance Committee.

CARRIED

6.4 HR 196 – Evacuating the Building – Drill Form

Motion LB-070-2017

Moved By: Lenny Epstein
Seconded By: Lynda Parks Sahadat

THAT The Board receive and adopt policy HR 196 Form as recommended by the Governance Committee.

CARRIED

6.5 HR 112 – Training & Development Application Form

Motion LB-071-2017

Moved By: Lenny Epstein
Seconded By: Lynda Parks Sahadat

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

CARRIED

6.6 Report
6.6.1 Pay Equity Maintenance Update

Motion LB-072-2017

Moved By: Lenny Epstein
Seconded By: Lynda Parks Sahadat

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

CARRIED

- 6.7** Next Governance Committee Meeting Date
✓ Friday, September 22, 2017, 10 am, Picton Branch

7. Report From Committee – Operations & Services Excellence

- 7.1** Report
7.1.1 PE Learning Centre
7.1.2 Town Hall Meeting July 6, 2017 at 3:30 pm

Motion LB-073-2017

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

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

CARRIED

- 7.2** Next Operations & Services Excellence Committee Meeting Date
✓ Tuesday, September 26, 2017, 10 am, Wellington

8. CEO Report

- 8.1** May 2017

Motion LB-074-2017

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

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

CARRIED

9. Correspondence

Motion LB-075-2017

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

- 9.1** June 6, 2017, Friends of Wellington \$4,500
9.2 June 1, 2017, Rotary Club of Wellington \$300

THAT THE Board receive the correspondence as circulated.

CARRIED

10. Report From Councillors

Motion LB-076-2017

Moved By: Ursula Cattelan
Seconded By: Lynda Parks Sahadat

THAT THE Board receive the verbal report from councillors.

CARRIED

11. New Business

- 11.1 DVD Donations
- 11.2 Friends Book Sale, July 1, 2017, 10 am Wellington
- 11.3 Parking: Picton Branch Loss of Accessible Spaces
- 11.4 Information Session with Melanie Hare

12. Other Business

13. Next Meeting Dates

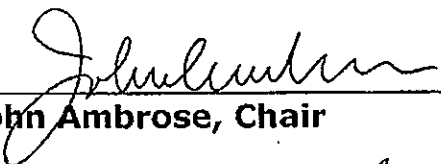
- ✓ Wednesday, September 27, 2017, 5 pm, Picton Branch

14. Adjourn

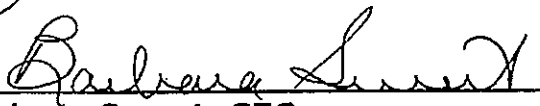
Motion LB-077-2017

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

THAT this meeting now adjourn at 6:13 pm.



John Ambrose, Chair



Barbara Sweet, CEO
Secretary/Treasurer to The Board