

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Wednesday, December 20, 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. In Camera Session

Motion LB-122-2017

Moved By: Lynda Parks Sahadat
Seconded By: John Ambrose

THAT The Library Board move in camera at 5:01 pm

CARRIED

4. Move Out of In Camera Session

Motion LB-123-2017

Moved By: Lenny Epstein
Seconded By: Gordon Fox

THAT The Library Board move to come out of camera at 5:27 pm.

CARRIED

5. Minutes

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

Motion LB-124-2017

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

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

CARRIED

6. Business Arising From the Minutes

6.1 Budget 2018 - Presentation to The County of Prince Edward Motions from December 4, 5, 6, 2017, Council Sessions:

*Special Council Minutes
December 4, 2017
Adopted as circulated to Council on December 19, 2017*

Motion 2017-510
Moved by Councillor Graham
Seconded by Councillor O'Brien

THAT the presentation by staff regarding the Overview of 2017 Carry Forward Capital Projects be received.

CARRIED

6.10 John Ambrose, Chair, Barb Sweet, CEO Picton Library and Brian Clark, Architect provided a verbal report and presentation on the proposed capital expansion of the Picton Library-County Project FAG-0077

Motion 2017-511
Moved by Councillor Ferguson
Seconded by Councillor Nieman

THAT the presentation by John Ambrose, Chair, Barb Sweet, CEO Picton Library and Brian Clark, Architect regarding the proposed capital expansion of the Picton Library Project FAG-0077 be received.

CARRIED

Motion 2017-541
Moved by Councillor Nieman
Seconded by Councillor Forrester

THAT project FAG-0077 – Picton Library Building Addition in the amount of \$320,000 not be included in the 2018 capital budget.

WITHDRAWN

Motion 2017-542
Moved by Councillor Epstein
Seconded by Councillor Graham

THAT project FAG-0077 – Picton Library Building Addition in the amount of \$160,000 be included in the 2018 capital budget and funded by the Capital Sustainability Fund and \$160,000 be included for consideration in the 2019 Capital Budget as unfinanced capital.

CARRIED

- New Capital Project Reporting in 2018
- CEO requested to organize a meeting with Watson and Associates to better understand the development charges that the library qualifies for, the impact of renting space and what qualifies in the design

6.2 Fundraising / Next Steps / Strategy

7. Report From Committee – Finance

7.1 Cash Disbursements – November 2017

Motion LB-125-2017

Moved By: Lynda Parks Sahadat
Seconded By: Ursula Cattelan

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

November 9, 2017, totaling.....\$ 27,431.65
November 23, 2017, totaling.....\$ 20,701.78
Overall Total..... \$ 48,133.43

CARRIED

7.2 Income Statement – November 2017

Motion LB-126-2017

Moved By: Ursula Cattelan
Seconded By: Lenny Epstein

THAT The Board accept THE FINANCIAL STATEMENT Report as circulated and as recommended by The Finance Committee:

Date 2017	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
November	\$ 182,231	\$ 1,178,083	\$ 80,933	\$ 14,172

CARRIED

7.3 Next Finance Committee Date

✓ Wednesday, January 28, 2018, 4 pm, Picton Branch

8. Report From Committee – Governance

8.1 Report

Motion LB-127-2017

Moved By: Lynda Parks Sahadat
Seconded By: Gordon Fox

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

CARRIED

Highlights

- CEO Performance Review Completed
- Staff engagement mid-January. Results tabulated by Peggy Malcolm, SOLS. New committee (staff) “values Committee” to review and discuss
- Report attached from CEO
- Monthly CEO Report – graphs to be provided
- Fall 2018 next evaluation

8.2 Next Governance Committee Meeting Date

- ✓ Tuesday, January 23, 2018, 1:30 pm, Picton Branch

9. Report From Committee – Operations & Services Excellence

9.1 Report

Motion LB-128-2017

Moved By: Gordon Fox
Seconded By: Ursula Cattelan

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

CARRIED

Highlights

- Fundraising Committee – Alexandra Bake, Honorary Chair
- Unfold the plans to the public – timing – New Year
- Armoury Mall and the Regent Theatre– timing for construction working with our partners and neighbours

- Report to Parrott Foundation
- Follow up with Learning Centre
- Display Plans at the Library, and possibly in the paper
- \$160,000 noted that the 2019 portion subject to the new Council's approval; It is unfinanced money (no reserves left). Will probably be available but necessary to stay in touch with the CAO and Director of Finance regarding our plans and timing of cash outlay

9.2 Next Operations & Services Excellence Committee Meeting Date
✓ Wednesday, January 17, 2018, 11 am, Picton Branch

10. CEO Report

10.1 November 2017

Motion LB-129-2017

Moved By: Ursula Cattelan
Seconded By: Lynda Parks Sahadat

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

CARRIED

11. Correspondence

11.1 December 10, 2017 – Letter to Tesla Inc.

Motion LB-130-2017

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

THAT THE Board receive the correspondence as circulated.

CARRIED

12. Report From Councillors

Motion LB-131-2017

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

THAT THE Board receive the verbal report from councillors.

Highlights

- Budget 2018 Completed
- Benson Park Project to be Completed March 31, 2018

13. New Business

14. Other Business

14.1 Discussion of Merry on Main Street Event

15. Next Meeting Dates

- ✓ Wednesday, January 28, 2018, 5 pm, Picton Branch

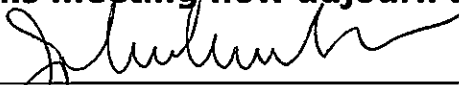
16. Adjourn

Motion LB-132-2017

Moved By: Lenny Epstein

Seconded By:

THAT this meeting now adjourn at 6:41 pm.



John Ambrose, Chair



Barbara Sweet, CEO
Secretary/Treasurer to The Board