

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

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A meeting of the Library Board was held on Wednesday, March 28, 2018, at 5 pm at the Picton Library Branch.

The following Board Members were present:

John Ambrose  
Ursula Cattelan  
Lenny Epstein  
Gordon Fox  
Steve Graham  
Devon A. Jones  
Lynda Parks Sahadat

Regrets:

Alec Lunn

Staff Present:

Barbara Sweet, CEO  
Tracy Daley, Office Manager

Guest Present:

Gail Fox

**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. Gail Fox – Present Original Painting**

**4. Minutes**

**4.1** Library Board Minutes from the meeting held on March 28, 2018.

**Motion LB-023-2018**

Moved By: Lenny Epstein  
Seconded By: Steve Graham

**THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of February 28, 2018.**

**CARRIED**

**5. Business Arising From the Minutes**

**5.1** Letter to Prince Edward Learning Centre, Kathy Kennedy, dated March 8, 2018, from The CEO.

**6. Report From Committee – Finance**

**6.1** Cash Disbursements – February 2018

**Motion LB-024-2018**

Moved By: Ursula Cattelan  
Seconded By: Lenny Epstein

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

February 1, 2018, totaling.....	\$ 29,115.00
February 15, 2018, totaling.....	\$ 38,314.80
Overall Total.....	\$ 67,429.80

**CARRIED**

**6.2** Income Statement – February 2018

**Motion LB-025-2018**

Moved By: Lenny Epstein  
Seconded By: Ursula Cattelan

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

<b>Date 2018</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>
February	\$ 98,606	\$ 195,588	\$ 10,119	\$ 31,606

**CARRIED**

**6.3** Library Year End Audit – the week of March 12, 2018 – onsite portion of audit complete

**6.4** Next Finance Committee Date  
 ✓ Wednesday, April 25, 2018, 4 pm, Picton Branch

**7. Report From Committee – Governance**

**7.1** Report

**Motion LB-026-2018**

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

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

**CARRIED**

**7.2** March 21, 2018, meeting postponed awaiting final report from Burkart & Associates.

**7.3** HR 200 210 Workplace Violence

**Motion LB-027-2018**

Moved By: Devon A. Jones  
 Seconded By: Steve Graham

**THAT The Board receive and adopt policy HR 200 210 as recommended by the Governance Committee.**

**CARRIED**

**7.4** HR 190 Health & Safety

**Motion LB-028-2018**

Moved By: Gordon Fox  
 Seconded By: Steve Graham

**THAT The Board receive and adopt policy HR 190 as recommended by the Governance Committee.**

**CARRIED**

**7.5 HR 191 Health Safety & the Law**

**Motion LB-029-2018**

Moved By: Lenny Epstein  
Seconded By: Gordon Fox

**THAT The Board receive and adopt policy HR 191 as recommended by the Governance Committee.**

**CARRIED**

**7.6 LA 104 Donor Recognition Policy**

**Motion LB-030-2018**

Moved By: Lenny Epstein  
Seconded By: Gordon Fox

**THAT The Board receive policy HR 191 as recommended by the Governance Committee.**

**CARRIED**

- The Board Members requested to review the policy and send their ideas to the CEO prior to the next Governance Committee Meeting
  - Is this policy specific to the build only, per project, as a tool
  - Levels of giving

**7.7 Next Governance Committee Meeting Date**

- ✓ Wednesday, April 18, 2018, 10 am, Picton Branch

**8. Report From Committee – Operations & Services Excellence**

**8.1 Report**

**Motion LB-031-2018**

Moved By: Lenny Epstein  
Seconded By: Gordon Fox

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

**CARRIED**

- 8.2** Next Operations & Services Excellence Committee Meeting Date
- ✓ As needed
  - ✓ Resources towards Fundraising Committee

**9. Report From Committee – Fundraising**

**9.1** Report

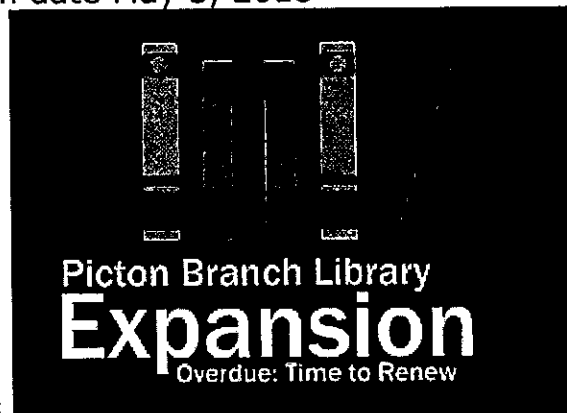
**Motion LB-032-2018**

Moved By: Lenny Epstein  
Seconded By: Gordon Fox

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

**CARRIED**

- Launch date May 5, 2018



- Logos
- April 19, 2018, County Reads
- July 19, 2018, 7 pm at The Regent Theatre

**10. CEO Report**

**10.1** February 2018

**Motion LB-033-2018**

Moved By: Steve Graham  
Seconded By: Lenny Epstein

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

**CARRIED**

### **CEO Report Highlights**

- David Frum event will take place at the Regent Theatre July 19<sup>th</sup>. The Regent is co-sponsoring and that means that they will sell the tickets, pay their staff and advertise for us with their advertising spaces for a percentage of the ticket sales.
- April 19, 20, and 21 The County Reads and the County Reads More will be a fundraising event for the library.
- The shifting has taken place in the Bloomfield branch to allow the MILL to expand into that location. Out of that a new ukulele group has started up.
- March break programs very successful. Tech Train in the smaller branches attracted numbers.
- The meeting with the Armoury owners - rescheduled to early April.
- Drums and other percussion instruments have been ordered and a date has been scheduled for our first drumming circle – thanks to the New Horizon for Seniors Grant.

## **11. Correspondence**

**11.1** Lindsay Reid, OAA CAHP LEED, Branch Architect, dated February 9, 2018

### **Motion LB-034-2018**

Moved By: Lenny Epstein  
Seconded By: Ursula Cattelan

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

**CARRIED**

## **12. Report From Councillors**

### **Motion LB-035-2018**

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

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

**CARRIED**

- Dianne O'Brien, Acting Mayor, Council decision

## **13. New Business**

## **14. Other Business**

**15. Next Meeting Dates**

✓ Wednesday, April 25, 2018, 5 pm, Picton Branch

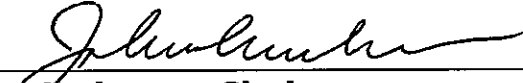
**16. Adjourn**


**Motion LB-036-2017**

Moved By: Steve Graham

Seconded By:

**THAT this meeting now adjourn at 6:07 pm.**

  
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**John Ambrose, Chair**

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