

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Wednesday, January 30, 2019, at 1 pm at the Edward Building, 2nd Floor Conference Room.

The following Board Members were present:

Dawn Cutler, Vice Chair	
Linda Donville	(via teleconference)
Lenny Epstein	(via teleconference)
Marion Hughes	(via teleconference)
Devon A. Jones, Chair	(via teleconference)
Bill McMahon	(via teleconference)
Kate MacNaughton	
Alexander "Sandy" Murray	
Jan Nightingale	(via teleconference)

Regrets:

Ray Hobson

Staff Present:

Barbara Sweet, CEO
Tracy Daley, Office Manager

1. Call to Order

The meeting was called to order at 1 pm by The CEO, Barbara Sweet.

2. Confirmation of the Agenda

2.1 Motion to Confirm the Agenda

Motion LB-0001-2019

Moved By: Devon A. Jones
Seconded By: Bill McMahon

THAT the agenda for the Library Board meeting of January 30, 2019, be confirmed, with amendments. (Defer 7.1, Delete 8.1)

CARRIED

3. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest at this time.

4. Elections

4.1 Chair

Motion LB-0002-2019

Moved By: Sandy Murray

Seconded By: Dawn Cutler

To nominate Devon A. Jones for the position of Chair for the 2019 term; Presented (3) times, nominations declared closed by Barbara Sweet, CEO; *Appointed Chair by Acclamation.*

CARRIED

Conduct of meeting turned over to Devon A. Jones, Chair

4.2 Vice Chair

Motion LB-0003-2019

Moved By: Sandy Murray

Seconded By: Jan Nightingale

To nominate Dawn Cutler for the position of Vice Chair for the 2019 term; Presented (3) times, nominations declared closed by Devon A. Jones; *Appointed Vice Chair by Acclamation.*

CARRIED

5. Appointment of Committees

5.1 Finance Committee

Motion LB-0004-2019

Moved By: Devon A. Jones

Seconded By: Dawn Cutler

To appoint the representatives to the Finance Committee for the 2019 term: Devon A. Jones, Chair (ex officio), Sandy Murray, Linda Donville, Lenny Epstein, Jan Nightingale, and Marion Hughes.

AND Further, Sandy Murray, appointed Finance Committee Chair.

CARRIED

6. Appointment of Signing Officers

Motion LB-0005-2019

Moved By: Bill McMahon
Seconded By: Linda Donville

To appoint the signing authority officers for the 2019 term, requiring two (2) of three (3) signatures being Barbara Sweet, CEO, Devon A. Jones, Chair and Dawn Cutler, Vice Chair.

CARRIED

7. Brian Clark, Architect

7.1 Report

THAT THE Board receive the verbal report from Brian Clark, Architect, overlooking the Picton Branch Expansion Project.

DEFERRED

8. Fundraising Committee

8.1 Authorization

Motion LB-0006-2019

Moved By: Kate MacNaughton
Seconded By: Dawn Cutler

THAT THE Board recognize the Capital Fundraising Sub Committee's achievements to date and its continued efforts to plan and implement a capital fundraising strategy and related projects on behalf of the County of Prince Edward Public Library and Archives Board for the Picton Branch expansion and renovation.

CARRIED

9. Minutes

9.1 Library Board Minutes from the meeting held on November 28, 2018.

Motion LB-0007-2019

Moved By: Lenny Epstein
Seconded By: Linda Donville

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of November 28, 2018, with amendments.

CARRIED

10. Business Arising From the Minutes

10.1 Legacy Document

Motion LB-0008-2019

Moved By: Bill McMahon
Seconded By: Linda Donville

THAT THE Board accept the Legacy Document as circulated at the orientation session January 22, 2019.

CARRIED

11. Finance

11.1 Cash Disbursements – November 2018

Motion LB-0009-2019

Moved By: Lenny Epstein
Seconded By: Kate MacNaughton

THAT The Board accept THE DISBURSEMENT SUMMARY Report as circulated:

November 1, 2018, totaling.....	\$	23,623.23
November 15, 2018, totaling.....	\$	22,372.82
November 29 2018, totaling.....	\$	62,211.86
Overall Total.....	\$	108,207.91

CARRIED

11.2 Income Statement – November 2018

Motion LB-0010-2019

Moved By: Sandy Murray
Seconded By: Dawn Cutler

THAT The Board accept THE FINANCIAL STATEMENT Report as circulated:

Date 2018	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
November	\$ 108,672	\$ 1,211,761	\$ 11,151	\$ (6,216)

CARRIED

11.3 Next Finance Committee Date
✓ *Monday, February 25, 2019 at 12 pm*

12. CEO Report

12.1 CEO's Report – November and December 2018

Motion LB-0011-2019

Moved By: Sandy Murray
Seconded By: Lenny Epstein

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

CARRIED

CEO Report Highlights

- February 2 – Grand Opening Pop Up Shop
- Patio Lease – Transfer to new Café owner
- February 7 – CEO Meeting with James Hepburn, CAO
- Consecon Steeple work continuing, early spring re-installation

13. Correspondence

14. Report From Councillors

Motion LB-0012-2019

Moved By: Lenny Epstein
Seconded By: Linda Donville

THAT THE Board receive the verbal report from councillors.

CARRIED

- Library Capital and Operating Budgets approved as circulated
- Presentation to Council Before March 31, 2019, requested regarding the Picton Branch Capital Project

15. New Business

16. Other Business

17. Next Meeting Dates

- ✓ *Friday, February 20, 2019 at 1 pm – Fundraising & Capital*
- ✓ *Wednesday, February 27, 2019 at 1 pm – Regular Board*

18. Adjourn

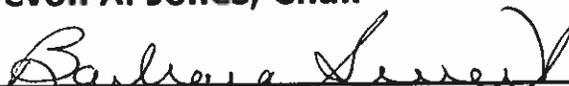
Motion LB-0013-2019

Moved By: Lenny Epstein
Seconded By: Dawn Cutler

THAT this meeting now adjourn at 1:37 pm.



Devon A. Jones, Chair



Barbara Sweet, CEO
Secretary/Treasurer to The Board