

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

---

A meeting of the Library Board was held on Wednesday, November 28, 2018, 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  
Alec Lunn  
Lynda Parks Sahadat

Regrets:

Steve Graham

Staff Present:

Barbara Sweet, CEO  
Tracy Daley, Office Manager

Guests Present:

One Observer

**1. Call to Order**

The meeting was called to order at 5 pm by The Chair, John Ambrose.

**2. Confirmation of the Agenda**

**2.1 Motion to Confirm the Agenda**

**Motion LB-0087-2018**

Moved By: Devon A. Jones  
Seconded By: Lynda Parks Sahadat

**THAT the agenda for the Library Board meeting of November 28, 2018 be confirmed.**

**CARRIED**

**3. Disclosure of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest at this time.

**4. Minutes**

**4.1** Library Board Minutes from the meeting held on October 24, 2018.

**Motion LB-0088-2018**

Moved By: Devon A. Jones

Seconded By: Ursula Cattelan

**THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of October 24, 2018.**

**CARRIED**

**5. Business Arising From the Minutes**

**5.1** Consecon Library – Steeple Progress Report  
✓ Steeple and bell have been removed

**6. Finance**

**6.1** Cash Disbursements – October 2018

**Motion LB-0089-2018**

Moved By: Gordon Fox

Seconded By: Ursula Cattelan

**THAT The Board accept THE DISBURSEMENT SUMMARY Report as circulated:**

<b>October 4, 2018, totaling.....</b>	<b>\$ 8,616.61</b>
<b>October 11, 2018, totaling.....</b>	<b>\$ 21,997.33</b>
<b>October 25, 2018, totaling.....</b>	<b>\$ 11,958.43</b>
<b>Overall Total.....</b>	<b>\$ 42,572.37</b>

**CARRIED**

**6.2 Income Statement – October 2018**

**Motion LB-0090-2018**

Moved By: Lenny Epstein  
Seconded By: Ursula Cattelan

**THAT The Board accept THE FINANCIAL STATEMENT Report as circulated:**

<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>
October	\$ 180,996	\$ 1,103,089	\$ 73,681	\$ (12,147)

**CARRIED**

**6.3 Budget 2019**

**Motion LB-0091-2018**

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

**THAT The Board accept THE Operating Budget 2019 Report as circulated and as recommended by The Finance Committee:**

**Net Increase to CPE \$ 30,795.**

**CARRIED**

**6.4 Capital Budget 2019**

**Motion LB-0092-2018**

Moved By: Devon A. Jones  
Seconded By: Lynda Parks Sahadat

**THAT The Board accept THE Capital Budget 2019 Report as circulated and as recommended by The Finance Committee:**

**Total Report 2019 to 2023 \$ 2,210,000**

**CARRIED**

**6.5** Next Finance Committee Date

**7. Report From Committee – Fundraising**

**Motion LB-0093-2018**

Moved By: Lenny Epstein  
Seconded By: Ursula Cattelan

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

**CARRIED**

**8. CEO Report**

**8.1** CEO's Report – October 2018

**Motion LB-0094-2018**

Moved By: Gordon Fox  
Seconded By: Alec Lunn

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

**CARRIED**

**CEO Report Highlights**

- Pumpkinfest October 13, 2018, Friends Book Sale - Wellington
- Wednesday, October 17, 2018, LIVE Music for Ontario Public Library Week – Bloomfield, Milford, Wellington
- Spanish and French Programs, new
- All Candidates Meeting at the Picton Branch – well attended
- Carol Off Evening – Over 225 tickets sold
- Vicki Delany & Linwood Barclay – Over 200 tickets sold
- Evening Gala at the Library – everyone requesting another
- Sophiasburgh – weekly after school "makerspace"

**9. Correspondence**

**10. Report From Councillors**

**Motion LB-0095-2018**

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

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

**CARRIED**

**11. New Business**

**11.1** Trustee Council Meeting – John Ambrose

**Motion LB-0096-2018**

Moved By: Lenny Epstein

Seconded By: Alec Lunn

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

**CARRIED**

**12. Other Business**

**13. Report From Committee – Governance**

**13.1** LA 130 – Respect for Indigenous Peoples Policy

**Motion LB-0097-2018**

Moved By: Gordon Fox

Seconded By: Alec Lunn

**THAT The Board receive and adopt policy LA 130 as recommended by the Governance Committee.**

**CARRIED**

**13.2** Succession Planning – Legacy Document

**Motion LB-0098-2018**

Moved By: Gordon Fox

Seconded By: Alec Lunn

**THAT The Board receive The Legacy Document as recommended by the Governance Committee (with amendments).**

**CARRIED**

**13.3** Next Committee Meeting Date

**14. In Camera Session**

**Motion LB-0099-2018**

Moved By: Lenny Epstein  
Seconded By: Alec Lunn

**THAT The Library Board move in camera at 6:25 pm.**

**CARRIED**

**15. Move Out of In Camera Session**

**Motion LB-0100-2018**

Moved By: Lenny Epstein  
Seconded By: Alec Lunn

**THAT The Library Board move to come out of camera at 6:27 pm.**

**CARRIED**

**16. Next Meeting Dates**

**17. Adjourn**

**Motion LB-0101-2017**

Moved By: Alec Lunn  
Seconded By:

**THAT this meeting now adjourn at 6:30 pm.**

---



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