

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

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A meeting of the Library Board was held on Wednesday, February 27, 2019, at 1 pm at the Picton Branch.

The following Board Members were present:

Dawn Cutler, Vice Chair  
Linda Donville  
Ray Hobson  
Marion Hughes  
Devon A. Jones, Chair  
Kate MacNaughton  
Alexander "Sandy" Murray  
Jan Nightingale

Regrets:

Lenny Epstein  
Bill McMahon

Staff Present:

Barbara Sweet, CEO  
Tracy Daley, Office Manager

**1. Call to Order**

The meeting was called to order at 1:08 pm by The Chair, Devon A. Jones.

**2. Confirmation of the Agenda**

**2.1 Motion to Confirm the Agenda**

**Motion LB-0014-2019**

Moved By: Linda Donville  
Seconded By: Jan Nightingale

**THAT the agenda for the Library Board meeting of February 27, 2019, be confirmed, with amendments. (Addition 8.2)**

**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** Motion to approve the Library Board Minutes from the meeting held on January 30, 2019.

**Motion LB-0015-2019**

Moved By: Sandy Murray  
Seconded By: Kate MacNaughton

**THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of January 30, 2019, with amendments.**

**CARRIED**

**5. Business Arising From the Minutes**

- 5.1** Review Presentation to Council  
Thursday, March 14, 2019 at 1 pm, Shire Hall

**Motion LB-0016-2019**

Moved By: Sandy Murray  
Seconded By: Linda Donville

**THAT THE Library Board is in agreement in principle that the Library Board would borrow up to half a million dollars at two and a half percent over five years from Infrastructure Ontario for the Picton Branch Capital Project.**

**CARRIED**

**6. Finance**

- 6.1** Cash Disbursements – December 2018

**Motion LB-0017-2019**

Moved By: Kate MacNaughton

Seconded By: Dawn Cutler

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

<b>December 6, 2018, totaling.....</b>	<b>\$ 35,503.28</b>
<b>December 20, 2018, totaling.....</b>	<b>\$ 16,739.73</b>
<b>Overall Total.....</b>	<b>\$ 52,243.01</b>

**CARRIED**

**6.2 Cash Disbursements – January 2019**

**Motion LB-0018-2019**

Moved By: Kate MacNaughton  
Seconded By: Dawn Cutler

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

<b>January 3, 2019, totaling.....</b>	<b>\$ 53,583.37</b>
<b>January 17, 2019, totaling.....</b>	<b>\$ 14,793.83</b>
<b>January 31, 2019, totaling.....</b>	<b>\$ 33,523.12</b>
<b>Overall Total.....</b>	<b>\$ 101,900.32</b>

**CARRIED**

**6.3 Income Statement – December 2018**

**Motion LB-0019-2019**

Moved By: Ray Hobson  
Seconded By: Dawn Cutler

**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>
December	\$ 114,485	\$ 1,326,246	\$ 6,008	\$ (207)

**CARRIED**

## 6.4 Income Statement – January 2019

### Motion LB-0020-2019

Moved By: Ray Hobson  
Seconded By: Dawn Cutler

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

Date 2019	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
January	\$ 103,090	\$ 103,090	\$ (4,496)	\$ (4,496)

**6.5** Next Finance Committee Date  
✓ *Wednesday, March 27, 2019 at 12 pm*

## 7. CEO Report

**7.1** CEO's Report – January 2019

### Motion LB-0021-2019

Moved By: Jan Nightingale  
Seconded By: Ray Hobson

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

**CARRIED**

### CEO Report Highlights

- March 14 – Presentation to Council – 1 pm Shire Hall
- Patio Lease – Complete, Maran's Dinebar Opening March 7
- Pop Up Shop – Continuing to end of March
- 2018 Annual Report complete in Draft
- Community Care - we are partnering with CC to use their volunteers for home delivery

## 8. Correspondence

**8.1** Mallory Schwartz, Inscriptions Coordinator & Historian, December 17, 2018, Email

**8.2** SOLS, Barbara Franchetto, CEO, February 19, 2019

**Motion LB-0022-2019**

Moved By: Jan Nightingale  
Seconded By: Kate MacNaughton

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

**CARRIED**

**9. Report From Councillors**

**10. New Business**

**10.1** Trent Hills Associate Membership OLC

**11. Other Business**

**12. Next Meeting Dates**

- ✓ *Thursday, March 14, 2019 at 1 pm – Shire Hall - Presentation*
- ✓ *Wednesday, March 27, 2019 at 1 pm – Regular Board*

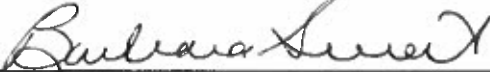
**13. Adjourn**

**Motion LB-0023-2019**

Moved By: Dawn Cutler

**THAT this meeting now adjourn at 2:21 pm.**

  
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**Devon A. Jones, Chair**

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