

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

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A meeting of the Library Board was held on Wednesday, May 22, 2019, at 1:15 pm at the Picton Branch.

The following Board Members were present:

Lenny Epstein  
Marion Hughes  
Devon A. Jones, Chair  
Bill McMahon  
Alexander "Sandy" Murray  
Jan Nightingale

Regrets:

Dawn Cutler, Vice Chair  
Linda Donville  
Ray Hobson  
Kate MacNaughton

Staff Present:

Barbara Sweet, CEO  
Tracy Daley, Office Manager

Guest Present:

Vicki Leakey, CPA, CGA, Senior Manager, Audit, KPMG LLP

**1. Call to Order**

The meeting was called to order at 1:15 pm by The Chair, Devon A. Jones.

**2. Confirmation of the Agenda**

**2.1 Motion to Confirm the Agenda**

**Motion LB-0041-2019**

Moved By: Sandy Murray  
Seconded By: Lenny Epstein

**THAT the agenda for the Library Board meeting of May 22, 2019, be confirmed.**

**CARRIED**

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

There were no disclosures of pecuniary interest at this time.

**4. KPMG**

**4.1 December 31, 2018, Audit**

**Motion LB-0042-2019**

Moved By: Sandy Murray  
Seconded By: Jan Nightingale

**THAT The Board receive the Year End Audited Report drafted by KPMG LLP for December 31, 2018, as circulated and presented by Vicki Leakey, CPA, CGA, Senior Manager, Audit, KPMG LLP, and FURTHER THAT The Board authorize Barbara Sweet, CEO, and Devon A. Jones, Chair, sign the final audit letter signifying the completion of the audit, as recommended by the Finance Committee.**

**CARRIED**

**5. Minutes**

**5.1 Motion to approve the Library Board Minutes from the meeting held on April 24, 2019.**

**Motion LB-0043-2019**

Moved By: Marion Hughes  
Seconded By: Jan Nightingale

**THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of April 24, 2019, with amendments.**

**CARRIED**

## **6. Business Arising From the Minutes**

### **6.1 Picton Capital Project**

- ✓ The Architect has selected the contractors to tender
- ✓ CPE Planning Meeting May 22, 2019, to complete rezoning request

### **6.2 ILLO – SOLS Budget**

No updates from SOLS. Meetings are still ongoing between SOLS and the Ministry and we hope that there will be an agreement out of the talks to reimburse libraries for postage. It will mean that ILLO can carry on although a slower more labour intensive model.

### **Motion LB-0044-2019**

Moved By: Lenny Epstein

Seconded By: Jan Nightingale

**THAT THE Library Board direct the CEO to send a letter expressing the Boards displeasure with the budget cuts and encourage reinstate of services to MTCS and local MP.**

**CARRIED**

### **6.3 Consecon Capital Project**

- ✓ Continuing to wait for weather to paint
- ✓ Structure is ready

### **6.4 Landscaping Picton**

6.4.1 Following the CPE Council meeting of May 14, 2019, TGSL Holdings Inc., The Armoury, was given permission to move the Sir John A MacDonald statue from The Armoury Property to in front of the Picton Library.

- ✓ The Heritage Permit was approved
- ✓ Project will proceed

6.4.2 Daylilies removal and sale to be coordinated with Kate MacNaughton

**7. Finance**

**7.1 Cash Disbursements – April 2019**

**Motion LB-0045-2019**

Moved By: Sandy Murray  
Seconded By: Lenny Epstein

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

<b>April 1, 2019, totaling.....</b>	<b>\$ 16,821.24</b>
<b>April 11, 2019, totaling.....</b>	<b>\$ 15,036.51</b>
<b>April 25, 2019, totaling.....</b>	<b>\$ 19,751.72</b>
<b>Overall Total.....</b>	<b>\$ 51,609.47</b>

**CARRIED**

**7.2 Income Statement – April 2019**

**Motion LB-0046-2019**

Moved By: Sandy Murray  
Seconded By: Jan Nightingale

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

<b>Date 2019</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>
<b>April</b>	<b>\$ 103,778</b>	<b>\$ 410,420</b>	<b>\$ 2,585</b>	<b>\$ (28,759)</b>

**CARRIED**

**7.3 Wellington Capital Project – Stairs**

**Motion LB-0047-2019**

Moved By: Jan Nightingale  
Seconded By: Lenny Epstein

**THAT THE Board receive the report from Lindsay Reid OAA CAHP LEED, Principal, Branch Architecture, dated May 10, 2019,**

as circulated and as recommended by The Finance Committee, to refer and investigate alternatives.

**CARRIED**

#### **7.4 Financial Summary – April 2019**

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at April 30, 2019.
2. All remittances and source deductions for which the directors may be personally liable have been made and submitted to the appropriate authorities.

#### **7.5 Next Finance Committee Date**

- ✓ Wednesday, June 26, 2019 at 12 pm

### **8. Fundraising Committee**

#### **8.1 Update on Fundraising**

#### **Motion LB-0048-2019**

Moved By: Bill McMahon

Seconded By: Marion Hughes

**THAT THE Board receive the verbal report from The CEO.**

**CARRIED**

- Art Auction Gross Sales \$23,347
- Trivia Night \$800
- Apple Blossom over \$1,700
- County Reads over 250 attendees
- Donation Jars in Participating Wineries
- McDougall Insurance Contest Entered to win \$5,000

**9. CEO Report**

**9.1 CEO's Report – April 2019**

**Motion LB-0049-2019**

Moved By: Lenny Epstein  
Seconded By: Jan Nightingale

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

**CARRIED**

**CEO Report Highlights**

- Pop Up Shop located at the Armoury May 2019
- Dave Meslin Talk and Panel Discussion June 13, 2019, 7 pm
- Summer Programs being delivered to schools in June
- Awarded Grant for Summer Student Archives Digitization

**10. Correspondence**

**10.1 Ministry of Tourism, Culture and Sport, May 1, 2019**

**Motion LB-0050-2019**

Moved By: Lenny Epstein  
Seconded By: Jan Nightingale

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

**CARRIED**

**11. Report From Councillors**

**Motion LB-0051-2019**

Moved By: Sandy Murray  
Seconded By: Marion Hughes

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

**CARRIED**

- ✓ Changes to Development Charges

**12. New Business**

**13. Other Business**

**13.1 Mechanical Systems for the Picton Branch Expansion and Renovation**

**Motion LB-0052-2019**

Moved By: Sandy Murray  
Seconded By: Lenny Epstein

**Following discussion and review of the proposed mechanical system for the building it was RESOLVED that the Board affirms the approval of the Architect's plans for the building, including, without limitation, the engineering consultant's submission with respect to packaged roof top units with gas fueled heat and electric cooling.**

**CARRIED**

**14. Next Meeting Dates**

✓ Wednesday, June 26, 2019 at 1 pm – Regular Board


**15. Adjourn**

**Motion LB-0053-2019**

Moved By: Lenny Epstein

**THAT this meeting now adjourn at 2:31 pm.**

  
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**Devon A. Jones, Chair**

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