

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

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A meeting of the Library Board was held on Thursday, October 24, 2019, at 10 am at the Committee Room, Edward Building, Picton.

The following Board Members were present:

Dawn Cutler, Vice Chair  
Linda Donville, enter 10:15 am  
Lenny Epstein, exit 11 am  
Ray Hobson  
Marion Hughes  
Devon A. Jones, Chair  
Alexander "Sandy" Murray  
Jan Nightingale

Regrets:

Kate MacNaughton  
Bill McMahan

Staff Present:

Barbara Sweet, CEO  
Tracy Daley, Office Manager

Guest Present:

Brian Clark, Architect, enter 11 am  
Alexandra Bake, Fundraising Committee, enter 11 am

**1. Call to Order**

The meeting was called to order at 10 am by The Chair, Devon A. Jones.

**2. Confirmation of the Agenda**

**2.1 Motion to Confirm the Agenda**

**Motion LB-0077-2019**

Moved By: Lenny Epstein  
Seconded By: Dawn Cutler

**THAT the agenda for the Library Board meeting of October 24, 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. Minutes**

- 4.1** Motion to approve the Library Board Minutes from the meeting held on September 25, 2019.

**Motion LB-0078-2019**

Moved By: Lenny Epstein

Seconded By: Dawn Cutler

**THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of September 25, 2019.**

**CARRIED**

**5. Business Arising From the Minutes**

- 5.1** Picton Capital Project  
✓ Tender extension to December 31, 2019

- 5.2** Landscaping Picton  
✓ Sir John A MacDonald, the statue, is in storage  
✓ Footings are currently being installed  
✓ Will be placed at the outside front of the library, work in progress

**Motion LB-0082-2019**

Moved By: Sandy Murray

Seconded By: Linda Donville

**THAT THE Board receive the verbal report from Brian Clark, Architect reviewing Agenda Items 5.1 and 5.2.**

**CARRIED**

- 5.3 Wellington Capital Project**
  - ✓ Carraig Inc.
  - ✓ Building Permit – ordered

- 5.4 Consecon Capital Project**
  - ✓ Steeple is back where it belongs!
  - ✓ Expecting final invoice from Mark Maury

**6. Finance**

**6.1 Cash Disbursements – June 2019**

**Motion LB-0079-2019**

Moved By: Sandy Murray  
 Seconded By: Ray Hobson

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

<b>June 6, 2019, totaling.....</b>	<b>\$ 50,767.36</b>
<b>June 20, 2019, totaling.....</b>	<b>\$ 30,515.84</b>
<b>June 30, 2019, totaling.....</b>	<b>\$ 4,349.75</b>
<b>Overall Total.....</b>	<b>\$ 85,632.95</b>

**CARRIED**

**6.2 Cash Disbursements – July 2019**

**Motion LB-0079-2019**

Moved By: Sandy Murray  
 Seconded By: Ray Hobson

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

<b>July 4, 2019, totaling.....</b>	<b>\$ 49,637.77</b>
<b>July 18, 2019, totaling.....</b>	<b>\$ 9,095.00</b>
<b>July 25, 2019, totaling.....</b>	<b>\$ 15,566.65</b>
<b>Overall Total.....</b>	<b>\$ 74,299.42</b>

**CARRIED**

**6.3 Cash Disbursements – August 2019**

**Motion LB-0079-2019**

Moved By: Sandy Murray  
Seconded By: Ray Hobson

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

**August 8, 2019, totaling.....\$ 45,192.87**  
**August 15, 2019, totaling.....\$ 7,492.40**  
**August 29, 2019, totaling.....\$ 13,590.03**  
**Overall Total..... \$ 66,275.30**

**CARRIED**

**6.4 Cash Disbursements – September 2019**

**Motion LB-0079-2019**

Moved By: Sandy Murray  
Seconded By: Ray Hobson

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

**September 5, 2019, totaling.....\$ 40,490.50**  
**September 25, 2019, totaling.....\$ 13,712.52**  
**Overall Total..... \$ 54,203.02**

**CARRIED**

**6.5 Income Statement – June 2019**

**Motion LB-0080-2019**

Moved By: Lenny Epstein  
Seconded By: Jan Nightingale

**THAT The Board accept THE FINANCIAL STATEMENT Report 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>June</b>	<b>\$ 116,547</b>	<b>\$ 628,816</b>	<b>\$ 16,789</b>	<b>\$ (17,711)</b>

**CARRIED**

## 6.6 Income Statement – July 2019

### Motion LB-0080-2019

Moved By: Lenny Epstein  
Seconded By: Jan Nightingale

**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
July	\$ 103,269	\$ 732,085	\$ (1,316)	\$ (19,027)
				<b>CARRIED</b>

## 6.7 Income Statement – August 2019

### Motion LB-0080-2019

Moved By: Lenny Epstein  
Seconded By: Jan Nightingale

**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
August	\$ 111,709	\$ 843,795	\$ (14,343)	\$ (33,369)
				<b>CARRIED</b>

## 6.8 Income Statement – September 2019

### Motion LB-0080-2019

Moved By: Lenny Epstein  
Seconded By: Jan Nightingale

Date 2019	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
September	\$ 102,541	\$ 946,336	\$ 16,838	\$ (16,531)
				<b>CARRIED</b>

## 6.9 Financial Summary – June, July August & September 2019

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at June 30, July 31, August 31 and, September 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.

### 6.10 Budget 2020

- ✓ 10% reduction
- ✓ Services would be affected

### 6.11 Next Finance Committee Date

- ✓ Thursday, November 28, 2019, at 9 am

## 7. Fundraising Committee

### 7.1 Update on Fundraising

#### Motion LB-0083-2019

Moved By: Ray Hobson  
Seconded By: Linda Donville

**THAT THE Board receive the verbal report from Alexandra Bake, Fundraising Committee Chair.**

**And Further, THAT THE Board set the Fundraising Committee Goal Amount to \$ 2.8 million.**

**CARRIED**

- ✓ Ray Hobson challenges each Board Member to suggest five (5) referrals to the Fundraising Committee
- ✓ Postcards provided "make sure your councilor knows that you support the library
- ✓ Love Your Library lawn signs

## **8. Appointment of Committees**

### **8.1 Governance Committee**

#### **Motion LB-0081-2019**

Moved By: Sandy Murray

Seconded By: Ray Hobson

**To appoint the representatives to the Governance Committee for the 2019 term: Devon A. Jones, Chair (ex officio), Jan Nightingale, Linda Donville, and send a request to Lynda Sahadat Parks (previous term Committee Chair).**

**AND Further, Governance Committee Chair, to be appointed at the Committee Meeting set for Wednesday, November 6, 2019, at 10 am, at the Ameliasburgh Branch.**

**AND FINALLY, THAT THE Board request that the Governance Committee return to the November Board meeting with recommendations for the Annual Review of Policies.**

**CARRIED**

## **9. CEO Report**

#### **Motion LB-0084-2019**

Moved By: Marion Hughes

Seconded By: Dawn Cutler

### **9.1 CEO's Report – June, July August & September 2019**

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

**And FURTHER, THAT THE Board direct the CEO to investigate the renewal of the Patio Lease due April 30, 2020, and report at the November meeting.**

**CARRIED**

- ✓ Evelyn Crowe, Retiring Thursday, October 31, 2019, opportunity to bid farewell to Evelyn Saturday, October 26 at the Bloomfield Branch, cake, coffee and presentation at 2 pm

- ✓ Saturday, October 26, 2019, Cake and Coffee at all Branches to celebrate Library Week
- ✓ Contract Archivist has been hired for a maternity leave

**10. Correspondence**

**11. Report From Councillors**

**12. New Business**

**13. Other Business**

**13.1 Picton Capital Project - Addition**

Lenny Epstein and Kate MacNaughton volunteered to work on the supplemental report as an addendum to the Tender Report presented to Council on September 12, 2019. Reference Motion LB-0071-2019.

THAT THE Board request that Lenny, Kate and the Board members return to the November Board meeting with recommendations, notes for this report.

**14. Next Meeting Dates**

- ✓ Thursday, November 28, 2019, 10 am

**15. Adjourn at 11:34 am.**

**Motion LB-0085-2019**

Moved By: Linda Donville

Seconded By: Dawn Cutler

  
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**Devon A. Jones, Chair**

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