

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Thursday, November 28, 2019, at 10 am at the Picton Branch.

The following Board Members were present:

Dawn Cutler, Vice Chair
Marion Hughes
Devon A. Jones, Chair
Kate MacNaughton
Bill McMahon
Alexander "Sandy" Murray
Jan Nightingale

Regrets:

Linda Donville
Lenny Epstein
Ray Hobson

Staff Present:

Barbara Sweet, CEO
Tracy Daley, Office Manager
Julie Lane, Technology Resource Centre Coordinator

Guest Present:

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-0086-2019

Moved By: Marion Hughes
Seconded By: Bill McMahon

THAT the agenda for the Library Board meeting of November 28, 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 October 24, 2019.

Motion LB-0087-2019

Moved By: Dawn Cutler
Seconded By: Jan Nightingale

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of October 24, 2019.

CARRIED

5. Business Arising From the Minutes

- 5.1** Picton Capital Project
- 5.2** Landscaping Picton
- 5.3** Consecon Capital Project – the Steeple – Done
- 5.4** Patio Lease Renewal
- ✓ Not being renewed
 - ✓ Outdoor Children’s Programming
- 5.5** Wellington Capital Project
- ✓ Waiting for Building Permit
 - ✓ Mason quote accepted and ready to complete spring 2020

6. Finance

6.1 Cash Disbursements – October 2019

Motion LB-0088-2019

Moved By: Sandy Murray
Seconded By: Dawn Cutler

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

October 10 2019, totaling.....	\$ 40,211.10
October 24 2019, totaling.....	\$ 18,423.53
Overall Total.....	\$ 58,634.63

CARRIED

6.2 Income Statement – October 2019

Motion LB-0089-2019

Moved By: Sandy Murray
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
October	\$ 112,523	\$ 1,058,859	\$ (37,133)	\$ (53,664)

CARRIED

6.3 Financial Summary – October 2019

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at October 31, 2019.
2. All remittances and source deductions for which the directors may be personally liable have been made and submitted to the appropriate authorities.

- 6.4 Budget 2020**
 - ✓ 10% reduction
 - ✓ Services would be affected

- 6.5 Next Finance Committee Date**
 - ✓ Thursday, January 23, 2020, at 9 am
 - ✓ As needed for Budget 2020

7. Fundraising Committee

- 7.1 Update on Fundraising**
- 7.2 Giving Levels - deferred**

Motion LB-0090-2019

Moved By: Dawn Cutler
Seconded By: Kate MacNaughton

THAT THE Board receive the verbal report Fundraising Committee.

CARRIED

- ✓ Love Your Library lawn signs - \$5 donation
- ✓ Christmas Market November 30, December 1, 2019 – Drake
- ✓ Marching in the Santa Claus Parade - Picton December 1, 2019
- ✓ Saturday, November 30, 2019, Picton Branch Outside - Small Business, Night Crawl, Saturday 4 pm to 8 pm – bonfire

8. Governance Committee

- 8.1 Jan Nightingale, appointment to Committee Chair**
- 8.2 Lynda Parks Sahadat – accepted a position on the committee**
- 8.3 HR 200 210 Workplace Violence**
- 8.4 HR 190 Health & Safety**
- 8.5 HR 191 Health Safety and the Law**
- 8.6 HR 192 Worker’s Rights**
- 8.7 HR 193 Workplace Inspections**
- 8.8 HR 194 Closing in the Event of Extreme Weather**
- 8.9 HR 195 Dealing with Personal Injury**
- 8.10 HR 196 Evacuating the Building**

Motion LB-0091-2019

Moved By: Bill McMahon
Seconded By: Kate MacNaughton

THAT The Board receive and adopt policy HR 210 200, HR 190, HR 191, HR 192, HR 193, HR 194, HR 195, and HR 196 as recommended by the Governance Committee, noting that the amendments made reflect grammatical errors and to make the policies gender neutral (with further amendments).

CARRIED

8.11 HR 197 Working Alone

Motion LB-0092-2019

Moved By: Dawn Cutler
Seconded By: Sandy Murray

THAT The Board accept the recommendation of the Governance Committee and change HR 197 from a Policy to a Guideline.

CARRIED

9. CEO Report

Motion LB-0093-2019

Moved By: Bill McMahon
Seconded By: Jan Nightingale

9.1 CEO's Report – October 2019

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

9.2 Julie Lane – Advance Public Library Leadership Presentation

And FURTHER, THAT THE Board accept the Report as presented and circulated by Julie Lane, Technology Resource Centre Coordinator

CARRIED

10. Correspondence

11. Report From Councillors

12. New Business

12.1 Trustee Council Appointees

- ✓ Marion Hughes will represent Library at Trustee Council meetings

12.2 Proposed Changes to the Library Act

- ✓ Minimum amount of meetings reduced from ten to three
- ✓ Non Canadian Citizens would be members of the Board

13. Other Business

14. Next Meeting Dates

- ✓ Thursday, January 23, 2020, 10 am

15. Adjourn at 11:24 am.

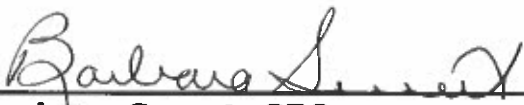
Motion LB-0094-2019

Moved By: Kate MacNaughton

Seconded By: Dawn Cutler



Devon A. Jones, Chair



Barbara Sweet, CEO
Secretary/Treasurer to The Board