

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Thursday, April 23, 2020, at 9:30 am via Zoom.

The following Board Members were present:

Dawn Cutler, Vice Chair
Lenny Epstein
Marion Hughes
Devon A. Jones, Chair
Kate MacNaughton
Bill McMahan
Sandy Murray
Jan Nightingale

Regrets:

Linda Donville
Ray Hobson

Staff Present:

Barbara Sweet, CEO
Tracy Daley, Office Manager

Guest Present:

Katie McMahon, CPA, CA, CITP, Senior Manager, Audit, KPMG LLP

1. Call to Order

The meeting was called to order at 9:36 am by The Chair, Devon A. Jones.

2. Confirmation of the Agenda

2.1 Motion to Confirm the Agenda

Motion LB-0019-2020

Moved By: Dawn Cutler
Seconded By: Jan Nightingale

THAT the agenda for the Library Board meeting of April 23, 2020, be confirmed.

CARRIED

3. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest at this time.

4. Katie McMahon from KMPG LLP

4.1 Audit Presentation December 31, 2019

Motion LB-0020-2020

Moved By: Kate MacNaughton
Seconded By: Lenny Epstein

THAT The Board receive the Year End Audited Report drafted by KPMG LLP for December 31, 2019, as circulated and presented by Katie McMahon, CPA, CA, CITP, 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.

CARRIED

5. Minutes

5.1 Motion to approve the Library Board Minutes from the meeting held on March 26.

Motion LB-0021-2020

Moved By: Jan Nightingale
Seconded By: Bill McMahon

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of March 26, 2020.

CARRIED

6. Business Arising From the Minutes

6.1 Annual Report in Draft

Motion LB-0022-2020

Moved By: Sandy Murray
Seconded By: Marion Hughes

THAT THE Library Board accept THE ANNUAL REPORT with revisions, as discussed.

CARRIED

7. Finance

7.1 Cash Disbursements – March 2020

Motion LB-0023-2020

Moved By: Jan Nightingale
Seconded By: Lenny Epstein

THAT The Board accept THE Disbursements Summary Report as circulated:

March 5, 2020, totaling.....	\$ 12,443.46	
March 12, 2020, totaling.....	\$ 18,070.74	
March 26, 2020, totaling.....	\$ 9,823.80	
Overall Total.....	\$	40,338.00

CARRIED

7.2 Income Statement – March 2020

THAT The Board accept THE FINANCIAL STATEMENT Report as circulated:

Motion LB-0024-2020

Moved By: Dawn Cutler
Seconded By: Kate MacNaughton

Date 2020	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
March	\$ 100,670	\$ 305,713	\$ 3,431	\$ (29,602)

CARRIED

7.3 Financial Summary – March 2020

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at March 31, 2020.
2. All remittances and source deductions for which the directors may be personally liable have been made and submitted to the appropriate authorities.

7.4 Next Finance Committee Date

- ✓ Thursday, May 28, 2020, at 10 am
- ✓ Or as needed

8. Fundraising Committee

9. Governance Committee

10. CEO Report

Motion LB-0025-2020

Moved By: Bill McMahon

Seconded By: Jan Nightingale

10.1 CEO's Report – March 2020

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

CARRIED

Thank you to Barbara Sweet, CEO, and the library staff for all their hard work. There have been many compliments towards the Library and its' ability to adjust to these changing times, -

Coverage – wonderful article on County Live website

<https://www.countylive.ca/library-pulling-community-together-despite-social-distancing/>

Excerpt - One great example of the hard work happening to manage during the pandemic is at the Prince Edward County Public Library. No matter your age, or interests, the people at the library have something to engage, amuse or educate you.

Archives – have successfully raised a majority of the dollars needed to replace the microfilm, approximate \$10,000, we are actively requesting quotes for the new piece of equipment.

Planning – health & safety - hand sanitization stations have been ordered for each branch to be installed at the entry of each. Discussions with the architect about making the facilities safer with countertops, lighting, spacing between shelves, plus spacing and barriers for staff safety at circulation desks.

Branches – All branches are closed to the public. One staff person is on site daily to check the branch, empty the drop boxes, returning telephone calls. All branches are

involved in a collection review, cleaning, discarding and a physical inventory cross check to the online catalogue.

Meeting Rooms – online zoom meetings have been offered to all previously existing groups that met at the libraries. And is available on the website for booking.

Programming – the website has a new look, all the programming in on line via Facebook Live and Zoom substantially. Functional Fitness 2x per week, Meditation 1x per week, Makerspace 1x per week, Storytime 5x per week, Baby Time, 1x per week, IT Resource Webinar 2x per week, Live Support online chat with our IT Staff, everyday 10 am to 4 pm, Tuesday to Saturday, Discover Youth 1x Per week.

Upcoming Programming – French 1x per week for 6 weeks, Spanish 1x per week for 6 weeks, Radio slots 99.3 County FM, Author Visit – May 7 at 2 pm – Alan Bradley, drumming w/Ruth, and much more.

Planning for the Future – What will the Library look like; how will services be delivered; more devices, hotspots, continuing online services and programs.

Capital Project & Fundraising – it is apparent that even now in this time – the health and safety of our patrons and staff is at the forefront, which highlights, the downfalls of the Picton Branch, too many crowded areas, inadequate washrooms, for example. The upgrades are needed to make the facility safer. Fundraising is on hold, but it is felt that the community will support the library when we return to “normal” as the library has supported its’ community during this time of uncertainty.

The Wellington Branch front entry stairs are crumbling, and need to be fixed as soon as possible but will also have to wait until construction can be booked.

11. Correspondence

12. Report From Councillors

Motion LB-0026-2020

Moved By: Lenny Epstein

Seconded By: Marion Hughes

THAT THE Board receive the verbal report from councillors.

CARRIED

The County of Prince Edward has formed the COVID 19 economic recovery team made up of members willing to volunteer and representing different skill sets and areas of interest living in the municipality.

13. New Business

13.1 Trustee Council Meeting

Motion LB-0027-2020

Moved By: Dawn Cutler

Seconded By: Jan Nightingale

THAT THE Board accept the verbal report from Marion Hughes.

CARRIED

Thank you to Barbara Sweet, CEO, and the library staff. It was noted at the meeting that our library is very proactive and doing much more than other libraries for their patrons and their communities. There was lots of information provided. One key note was that the Library Board should play a positive role, be a team player, participate in all forums regarding COVID 19 and take the opportunity to work with its' municipality and council towards a successful adjustment to this time.

14. Other Business

14.1 In Camera Session

Motion LB-0028-2020

Moved By: Bill McMahon

Seconded By: Jan Nightingale

THAT THE Board accept the motion passed in Camera on Thursday, March 26, 2020.

CARRIED

15. Next Meeting Dates

- ✓ Thursday, May 28, 2020, 11 am
- ✓ Or As needed

16. Adjourn


Motion LB-0029-2020

Moved By: Lenny Epstein

THAT the meeting now adjourn at 10:51 am.



Devon A. Jones, Chair



Barbara Sweet, CEO
Secretary/Treasurer to The Board