

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Wednesday, June 26, 2019, at 1pm at the Picton Branch.

The following Board Members were present:

Dawn Cutler, Vice Chair
Lenny Epstein exit 1:40 pm
Ray Hobson
Marion Hughes via teleconference
Devon A. Jones, Chair
Bill McMahon
Kate MacNaughton
Alexander "Sandy" Murray
Jan Nightingale

Regrets:

Linda Donville

Staff Present:

Barbara Sweet, CEO
Tracy Daley, Office Manager

1. Call to Order

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

2. Confirmation of the Agenda

2.1 Motion to Confirm the Agenda

Motion LB-0054-2019

Moved By: Dawn Cutler
Seconded By: Jan Nightingale

THAT the agenda for the Library Board meeting of June 26, 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 May 22, 2019.

Motion LB-0055-2019

Moved By: Ray Hobson
Seconded By: Sandy Murray

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of May 22, 2019.

CARRIED

5. Business Arising From the Minutes

- 5.1** Picton Capital Project
✓ Brian Clark, Architect, is aiming for the July deadline
- 5.2** Wellington Capital Project
✓ Patrick Kavanaugh, Masonry
- recommends remove and replace main entry outside stairs
- awaiting quote
- 5.3** Ray Hobson – Report on Presentation to Council
✓ Report provided
✓ Thank you for your detailed review
- 5.4** Consecon Capital Project
✓ Continuing to wait for weather to paint
✓ Structure is ready
- 5.5** Landscaping Picton
✓ Sir John A MacDonald, the statue, is in storage

6. Finance

- 6.1** Cash Disbursements – May 2019

Motion LB-0056-2019

Moved By: Sandy Murray
Seconded By: Kate MacNaughton

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

May 9, 2019, totaling.....\$ 58,773.42
May 23, 2019, totaling.....\$ 25,964.44
Overall Total..... \$ 84,737.86

CARRIED

6.2 Income Statement – May 2019

Motion LB-0057-2019

Moved By: Sandy Murray
 Seconded By: Ray Hobson

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
May	\$ 101,849	\$ 512,269	\$ (5,741)	\$ (34,500)

CARRIED

6.3 Financial Summary – May 2019

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at May 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 Next Finance Committee Date
 ✓ July date – as called

7. Fundraising Committee

7.1 Update on Fundraising

Motion LB-0058-2019

Moved By: Kate MacNaughton
Seconded By: Ray Hobson

THAT THE Board receive the verbal report from The CEO.

CARRIED

- Dave Meslin, June 13, 7 pm, Armoury Mess Hall, ticketed event
- Fundraising Dinners continue
- CanadaHelps.org every \$1 donated in June is a chance to win \$10,000 for your favorite charity
- Canada Day Events – Escape Room, plus sale of mugs, water bottles, t-shirts
- Pop up Shop – location
- Corporate Strategy

8. CEO Report

8.1 CEO's Report – May 2019

Motion LB-0059-2019

Moved By: Bill McMahon
Seconded By: Dawn Cutler

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

CARRIED

CEO Report Highlights

- Summer Programs – lots of activities
- Musical Theatre with Shatter Box starting Tuesday, August 13, workshop, for three days
- ILLO program returns, though slowly, all by Canada Post, requiring more process, and not 100% reimbursable by SOLS

9. Correspondence

- 9.1** The County Foundation dated June 18, 2019
✓ LGBTQ+ Drop in for Youth Funding

Motion LB-0060-2019

Moved By: Kate MacNaughton
Seconded By: Jan Nightingale

THAT THE Board accept the correspondence as circulated.

CARRIED

10. Report From Councillors

Motion LB-0061-2019

Moved By: Jan Nightingale
Seconded By: Sandy Murray

THAT THE Board receive the verbal report from councillors.

CARRIED

11. New Business

11.1 Guidelines for Charitable Tax Receipts

- ✓ Sample provided by Sandy Murray, Finance Chair
- ✓ Will be preparing a similar format for Library Use

12. Other Business

13. Next Meeting Dates

- ✓ July 2019 – as called

14. Adjourn


Motion LB-0063-2019

Moved By: Dawn Cutler

THAT this meeting now adjourn at 2:01 pm.



Devon A. Jones, Chair



Barbara Sweet, CEO
Secretary/Treasurer to The Board