

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Thursday, May 28, 2020, at 10 am via Zoom.

The following Board Members were present:

Dawn Cutler, Vice Chair
Ray Hobson
Marion Hughes
Devon A. Jones, Chair
Bill McMahon
Sandy Murray
Jan Nightingale

Regrets:

Linda Donville
Lenny Epstein
Kate MacNaughton

Staff Present:

Barbara Sweet, CEO
Tracy Daley, Office Manager

1. Call to Order

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

2. Confirmation of the Agenda

2.1 Motion to Confirm the Agenda

Motion LB-0030-2020

Moved By: Dawn Cutler
Seconded By: Ray Hobson

THAT the agenda for the Library Board meeting of May 28, 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. Minutes

- 4.1 Motion to approve the Library Board Minutes from the meeting held on April 23, 2020.

Motion LB-0031-2020

Moved By: Sandy Murray
Seconded By: Bill McMahon

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of April 23, 2020.

CARRIED

5. Business Arising From the Minutes

- 5.1 Wellington Stairs
- 5.2 Consecon Outside Sign
 - Waiting for CPE permit(s)

6. Finance

- 6.1 Cash Disbursements – April 2020

Motion LB-0032-2020

Moved By: Jan Nightingale
Seconded By: Bill McMahon

THAT The Board accept THE Disbursements Summary Report as circulated:

April 2, 2020, totaling.....	\$ 32,331.26	
April 23, 2020, totaling.....	\$ 38,244.33	
Overall Total.....	\$	70,575.59

CARRIED

6.2 Income Statement – April 2020

THAT The Board accept THE FINANCIAL STATEMENT Report as circulated:

Motion LB-0033-2020

Moved By: Ray Hobson
Seconded By: Jan Nightingale

Date 2020	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
April	\$ 103,006	\$ 408,718	\$ 17,059	\$ (12,542)
CARRIED				

6.3 Financial Summary – April 2020

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at April 30, 2020.
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

- ✓ Thursday, June 25 2020, at 10 am
- ✓ Or as needed

7. Fundraising Committee

8. Governance Committee

9. CEO Report

Motion LB-0034-2020

Moved By: Bill McMahon
Seconded By: Jan Nightingale

9.1 CEO's Report – April 2020

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

CARRIED

April 2020 – CEO’s Review		
The Library is More Than Books		
<i>Circulation</i>	<i>17,974</i>	<i>+6,000 ancestry.com included in this stat</i>
<i>New Members</i>	<i>39</i>	<i>Lots of renew library cards as well</i>
<i>Children’s Story Time</i>	<i>644</i>	<i>Views, 6 days per week</i>
<i>Makerspace</i>	<i>107</i>	<i>Views, 1 day per week</i>
<i>Functional Fitness</i>	<i>172</i>	<i>Views, 2 days per week</i>

Website – if you appreciate our services, please contact the Minister on the link provided on our web page.

Archives – have successfully raised a majority of the dollars needed to replace the microfilm, the equipment has been ordered and will be delivered on Friday, May 29, 2020.

Planning – health & safety - hand sanitization stations have been installed in Picton and Wellington.

Branches – Curbside service started Wednesday, May 20, 2020. Picton and Wellington are running 10 am to 4 pm Tuesday to Saturday, Ameliasburgh, Consecon, Milford and Bloomfield are running their regular branch hours.

Book delivery – Community Care is up and running. There volunteers are trained and safely transporting deliveries. Also, the library courier is delivering to individual households as needed.

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 6x 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, Monday to Saturday, Discover Youth 1x Per week.

Continuing Programming – French 1x per week for 6 weeks, Spanish 2x per week for 6 weeks, Radio slots 99.3 County FM, author Interviews, drumming w/Ruth, County Reads with voting online, and much more.

Computers – outside area being set up in Picton for one locked down computer station to be available by appointment for a maximum of 2 hours, one patron use at a time. Should be available soon.

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

10. Correspondence

11. Report From Councillors

Motion LB-0035-2020

Moved By: Lenny Epstein
 Seconded By: Marion Hughes

THAT THE Board receive the verbal report from councillors.

CARRIED

Re-opening the hospitality industry in Prince Edward County. Concerns with the influx of tourists. Bylaw enforcing the STA restrictions.

12. New Business

12.1 Annual Survey 2019 Reporting Completed

- Completed in the first round for funding

13. Other Business

13.1 Capital Build – Brian Clark recommends no changes at this time in regard to the agreement extension with Knudsen Construction

13.2 Webinar – Next Steps for Libraries, by Marion Hughes

- Working with Schools, what will libraries offer to students, teens specifically
- How to Re-open to the new normal and in 5 years, 10 years, how will that look
- Review the Library's Strategic Plan – revise, renew
- Policy & Procedures – working from home
- Grants – be ready –

14. Next Meeting Dates

- ✓ Thursday, June 25, 2020, 11 am
- ✓ Or As needed

15. Adjourn


Motion LB-0038-2020

Moved By: Sandy Murray

THAT the meeting now adjourn at 10:57 am.



Devon A. Jones, Chair



Barbara Sweet, CEO
Secretary/Treasurer to The Board