

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Wednesday, September 25, 2019, at 5 pm at the Picton Branch.

The following Board Members were present:

Dawn Cutler, Vice Chair, enter 5:58 pm
Linda Donville
Lenny Epstein via teleconference
Marion Hughes
Devon A. Jones, Chair
Bill McMahon exit 6:15 pm
Kate MacNaughton enter 5:20 pm, exit 6:15 pm

Regrets:

Ray Hobson
Alexander "Sandy" Murray
Jan Nightingale

Staff Present:

Barbara Sweet, CEO
Tracy Daley, Office Manager

Guest Present:

Brian Clark, Architect

1. Call to Order

The meeting was called to order at 5:25 pm by The Chair, Devon A. Jones.

2. Confirmation of the Agenda

2.1 Motion to Confirm the Agenda

Motion LB-0074-2019

Moved By: Kate MacNaughton
Seconded By: Bill McMahon

THAT the agenda for the Library Board meeting of September 25, 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 3, 2019.

Motion LB-0075-2019

Moved By: Bill McMahon
Seconded By: Linda Donville

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of September 3, 2019.

CARRIED

- 4.2** Motion to approve the Library Board Minutes from the meeting held on September 16, 2019

Motion LB-0076-2019

Moved By: Marion Hughes
Seconded By: Bill McMahon

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of September 16, 2019.

CARRIED

5. Business Arising From the Minutes

5.1 Picton Capital Project

- ✓ The Board will not present a supplemental report at this time, see LB-0071-2019
- ✓ The Board is committed to raising the money we need to give the community the library they asked for, which we expect will serve the community well for generations to come.

5.2 Picton Capital Project

- ✓ Brian Clark, Architect, review of project and timelines
- ✓ Letter of Intent to Knudsen
 - Preserve the tender and the relationship
 - Provide reasons for the delay
 - And request deadline extension

5.3 Wellington Capital Project

- ✓ Carraig Inc.
- ✓ Building Permit – ordered

5.4 Consecon Capital Project

- ✓ Final coat of paint
- ✓ Crane to be organized

5.5 Landscaping Picton

- ✓ Sir John A MacDonald, the statue, is in storage
- ✓ To be placed at the outside front of the library, footings needed
- ✓ Supporting the County and the Armoury

6. Finance

6.1 Cash Disbursements – June 2019

THAT The Board accept THE Disbursements Summary Report as circulated:

| | | |
|-------------------------------------|-----------|------------------|
| June 6, 2019, totaling..... | \$ | 50,767.36 |
| June 20, 2019, totaling..... | \$ | 30,515.84 |
| June 30, 2019, totaling..... | \$ | 4,349.75 |
| Overall Total..... | \$ | 85,632.95 |

DEFERRED

6.2 Cash Disbursements – July 2019

THAT The Board accept THE Disbursements Summary Report as circulated:

| | | |
|-------------------------------------|-----------|------------------|
| July 4, 2019, totaling..... | \$ | 49,637.77 |
| July 18, 2019, totaling..... | \$ | 9,095.00 |
| July 25, 2019, totaling..... | \$ | 15,566.65 |
| Overall Total..... | \$ | 74,299.42 |

DEFERRED

6.3 Cash Disbursements – August 2019

THAT The Board accept THE Disbursements Summary Report as circulated:

| | |
|---------------------------------------|---------------------|
| 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 |

DEFERRED

6.4 Income Statement – June 2019

THAT The Board accept THE FINANCIAL STATEMENT Report as circulated:

| Date 2019 | Total Revenue Month | Total Revenue Year to Date | Net Surplus Month | Net Surplus Year to Date |
|------------------|----------------------------|-----------------------------------|--------------------------|---------------------------------|
| June | \$ 116,547 | \$ 628,816 | \$ 16,789 | \$ (17,711) |

DEFERRED

6.5 Income Statement – July 2019

THAT The Board accept THE FINANCIAL STATEMENT Report as circulated:

| 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) |

DEFERRED

6.6 Income Statement – August 2019

THAT The Board accept THE FINANCIAL STATEMENT Report as circulated:

| 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) |

DEFERRED

6.7 Financial Summary – June, July & August 2019

The CEO confirms that:

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

6.8 Budget 2020
✓ 10% reduction

6.9 Next Finance Committee Date
✓ October date – as called

7. Fundraising Committee

7.1 Update on Fundraising

THAT THE Board receive the verbal report from the Fundraising Committee.

DEFERRED

8. Appointment of Committees

8.1 Governance Committee

To appoint the representatives to the Governance Committee for the 2019 term: Devon A. Jones, Chair (ex officio), enter name here, enter name here, enter name here, and enter name here.

AND Further, enter name here, appointed Governance Committee Chair.

DEFERRED

9. CEO Report

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

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

DEFERRED

10. Correspondence

11. Report From Councillors

12. New Business

13. Other Business

14. Next Meeting Dates

✓ October 2019 – as called

15. Adjourn at 6:20 pm



Devon A. Jones, Chair



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