

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Thursday, July 23, 2020, at 10 am via Zoom.

The following Board Members were present:

Dawn Cutler, Vice Chair
Lenny Epstein
Marion Hughes
Devon A. Jones, Chair
Bill McMahon
Sandy Murray

Regrets:

Ray Hobson
Linda Donville
Kate MacNaughton
Jan Nightingale

Staff Present:

Barbara Sweet, CEO
Tracy Daley, Office

1. Call to Order

The meeting was called to order at 10:05 am by The Chair, Devon A. Jones.

2. Confirmation of the Agenda

2.1 Motion to Confirm the Agenda

Motion LB-0044-2020

Moved By: Dawn Cutler
Seconded By: Bill McMahon

THAT the agenda for the Library Board meeting of July 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. Minutes

- 4.1** Motion to approve the Library Board Minutes from the meeting held on June 25, 2020.

Motion LB-0045-2020

Moved By: Sandy Murray
Seconded By: Bill McMahon

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of June 25, 2020.

CARRIED

5. Business Arising From the Minutes

5.1 Wellington Stairs

- ✓ Permit in place and contractor estimates start date the end of July

5.2 Consecon Signage

- ✓ Permit in place, waiting for contractor

6. Finance

- 6.1** July 2, 2020, Minutes of the Finance Committee

Motion LB-0046-2020

Moved By: Marion Hughes
Seconded By: Dawn Cutler

THAT The Library Board accept THE MINUTES as circulated from The Finance Committee Meeting of July 2, 2020.

CARRIED

- 6.2** Cash Disbursements – May 2020

Motion LB-0047-2020

Moved By: Dawn Cutler
Seconded By: Bill McMahon

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

May 7, 2020, totaling.....\$ 26,266.16
May 21, 2020, totaling.....\$ 20,504.05
Overall Total..... \$ 46,770.21

CARRIED

6.3 Cash Disbursements – June 2020

Motion LB-0048-2020

Moved By: Bill McMahon
 Seconded By: Marion Hughes

THAT The Board accept THE Disbursements Summary Report as circulated:

June 5, 2020, totaling.....\$ 35,198.91
June 19, 2020, totaling.....\$ 10,352.04
Overall Total..... \$ 45,550.95

CARRIED

6.4 Income Statement – May 2020

Motion LB-0049-2020

Moved By: Lenny Epstein
 Seconded By: Dawn Cutler

THAT The Board accept THE INCOME STATEMENT Report as circulated and as recommended by The Finance Committee:

Date 2020	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
May	\$ 113,838	\$ 522,556	\$ 7,642	\$ (5,099)

CARRIED

6.5 Income Statement – June 2020

Motion LB-0050-2020

Moved By: Bill McMahon
 Seconded By: Marion Hughes

THAT The Board accept THE INCOME STATEMENT Report as circulated:

Date 2020	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
June	\$ 123,009	\$ 645,565	\$ 15,993	\$ 10,894

CARRIED

6.6 Financial Summary – May & June 2020

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at May 31 and June 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.

6.7 Next Finance Committee Date

- ✓ Thursday, August 27, 2020, at 10 am within Board Meeting
- ✓ Or as needed

7. CEO Report

Motion LB-0051-2020

Moved By: Sandy Murray
 Seconded By: Bill McMahon

7.1 CEO's Report – June 2020

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

CARRIED

June 2020 – CEO's Review		
<i>Circulation</i>	<i>10,822</i>	<i>Curbside & Partial Opening</i>
<i>New Members</i>	<i>24</i>	<i>Lots of renew library cards as well</i>
<i>Home Delivery</i>	<i>23</i>	<i>Community Care for Seniors</i>
<i>Ancestry.com</i>	<i>187</i>	<i>500 +/- May</i>
<i>Overdrive</i>	<i>427</i>	<i>2,000 +/- May</i>
<i>Cooling Station</i>	<i>1</i>	<i>In Picton, all branches available to use</i>
<i>IT Requests for Assist</i>	<i>46</i>	<i>By Online Chat</i>
<i>IT Requests for Assist</i>	<i>51</i>	<i>By Email</i>
<i>IT Requests for Assist</i>	<i>33</i>	<i>By Telephone</i>
<i>IT Requests for Assist</i>	<i>12</i>	<i>By IT Staff onsite Picton Computer Lab</i>
<i>Computers</i>	<i>38</i>	<i>Patrons onsite using Picton Computer Lab</i>
<i>Print, Scan, Fax, Copy</i>	<i>28</i>	<i>Patrons onsite using Picton Computer Lab</i>

Branches – Curbside service continues; and also,
Starting Friday, July 17, the branches were open to the public as follows:

Ameliasburgh Branch	
Tuesday	1:30 pm to 4 pm
Wednesday	11 am to 12:30 pm
Thursday	1:30 pm to 4 pm
Friday	11 am to 12:30 pm
Saturday	11 am to 3 pm

Consecon Branch	
Tuesday	11 am to 12:30 pm
Wednesday	1:30 pm to 4 pm
Thursday	11 am to 12:30 pm
Friday	1:30 pm to 4 pm
Saturday	Alternating w/Amel

Bloomfield Branch	
Tuesday	
Wednesday	11 am to 1 pm
Thursday	1 pm to 4 pm
Friday	11 am to 1 pm
Saturday	11 am to 3 pm

Milford Branch	
Tuesday	11 am to 1 pm
Wednesday	1 pm to 4 pm
Thursday	11 am to 1 pm
Friday	
Saturday	11 am to 3 pm

Picton Branch	
Monday	11 am to 1 pm
Tuesday	11 am to 1 pm
Wednesday	11 am to 1 pm
Thursday	11 am to 1 pm
Friday	11 am to 1 pm
Saturday	11 am to 1 pm

Wellington Branch	
Tuesday	11 am to 1 pm
Wednesday	11 am to 1 pm
Thursday	11 am to 1 pm
Friday	11 am to 1 pm
Saturday	11 am to 1 pm

- Live Support online chat, 10 am to 4 pm, Monday to Saturday -

Staffing – one person, one station, one branch, short shifts, no need for break coverage, therefore, no one else at a station or at a small branch. Other staff still working from home.

Programming – Front patio, with bubble machine, Story time for Children, as well private family bookings for reading time. Buskers are now performing in the patio area.

Online resources – Conversational French, Spanish, Functional Fitness, Meditation, Authors in Conversation, Discover Youth, Baby Rhyme Time, Makerspace, to name a few. See the online calendar of events for a complete list.

Farewell to Helen LeBlanc, Conversational French, moving from the area in August.

Operating – The Chair and CEO met with Marcia Wallace, CAO, CPE, and will be meeting with Amanda Carter, Finance, CPE, in August or September to discuss the capital project.

8. Correspondence

9. Report From Councillors

Motion LB-0052-2020

Moved By: Dawn Cutler
Seconded By: Sandy Murray

THAT THE Board receive the verbal report from councillors.

CARRIED

- *By-Law – Masks*
- *Phase 3*
- *Overflow, overcrowding of visitors to Prince Edward County*
- *Budget 2021, prepared to be ready Council sessions and presentations expected 2nd week of December*

10. New Business

11. Other Business

12. Next Meeting Dates

- ✓ Thursday, August 27, 2020, 10 am
- ✓ Or As needed

13. Adjourn

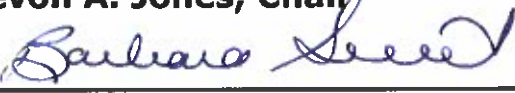
Motion LB-0053-2020

Moved By: Bill McMahon

THAT the meeting now adjourn at 10:44 am.



Devon A. Jones, Chair



Barbara Sweet, CEO
Secretary/Treasurer to The Board