

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Thursday, September 24, 2020, at 10 am via Zoom.

The following Board Members were present:

Dawn Cutler, Vice Chair
Marion Hughes
Devon A. Jones, Chair
Alexander (Sandy) Murray
Bill McMahon
Jan Nightingale

Regrets:

Linda Donville
Lenny Epstein
Ray Hobson
Kate MacNaughton

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-0064-2020

Moved By: Jan Nightingale
Seconded By: Dawn Cutler

THAT the agenda for the Library Board meeting of September 24, 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 August 27, 2020.

Motion LB-0065-2020

Moved By: Bill McMahon
Seconded By: Jan Nightingale

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of August 27, 2020.

CARRIED

5. Business Arising From the Minutes

5.1 Picton Building Project Update

- ✓ Project – permits & CPE Planning Department completed
- ✓ HVAC system has broken down four times this year, requiring larger repairs and parts, concern over its’ expected life
- ✓ October 29, 2020, present to CPE

5.2 Wellington Stairs

- ✓ Project 100% complete

5.3 Consecon Signage

- ✓ Permit in place, footings are in, completed in the next two weeks

6. Finance

6.1 Cash Disbursements – August 2020

Motion LB-0066-2020

Moved By: Dawn Cutler
Seconded By: Jan Nightingale

THAT The Board accept THE Disbursements Summary Report as circulated:

August 06, 2020, totaling.....\$	29,126.94
August 13, 2020, totaling.....\$	8,974.02

August 27, 2020, totaling.....\$ 28,643.05
Overall Total..... \$ 66,654.01

CARRIED

6.2 Income Statement – August 2020

Motion LB-0067-2020

Moved By: Bill McMahon
 Seconded By: Jan Nightingale

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
August	\$ 183,438	\$ 927,925	\$ 83,828	\$ 65,765

CARRIED

6.3 Financial Summary – August 2020

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at August 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.

6.4 Next Finance Committee Date

- ✓ TBD
- ✓ Or as needed

7. CEO Report

Motion LB-0068-2020

Moved By: Alexander (Sandy) Murray
 Seconded By: Bill McMahon

7.1 CEO’s Report – August 2020

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

CARRIED

8. Correspondence

9. Report From Councillors

Motion LB-0069-2020

Moved By: Alexander (Sandy) Murray

Seconded By: Dawn Cutler

THAT THE Board receive the verbal report from councillors.

CARRIED

- *1st phase County Transit*
- *Invitations open re: Sir John A*
- *Bylaws being re-written at CPE, some originate from amalgamation*
- *Accommodation Tax February 1, 2021*
- *Budget 2021, presentations 2nd week of December*

10. New Business

10.1 Policy - HR 190 Health & Safety

10.2 Policy - HR 200-210 Workplace Violence

Motion LB-0070-2020

Moved By: Jan Nightingale

Seconded By: Bill McMahon

THAT The Board receive and adopt policy HR 210 200 and HR 190, reviewed annually.

CARRIED

11. Other Business

12. Next Meeting Dates

- ✓ Thursday, October 22, 2020, 10 am
- ✓ Or As needed

13. Adjourn

Motion LB-0071-2020

Moved By: Bill McMahon

THAT the meeting now adjourn at 10:45 am.



Devon A. Jones, Chair



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