

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Thursday, August 27, 2020, at 10 am via Zoom.

The following Board Members were present:

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

Regrets:

Ray Hobson
Linda Donville

Staff Present:

Barbara Sweet, CEO
Tracy Daley, Office

1. Call to Order

The meeting was called to order at 10:04 am by The Chair, Devon A. Jones.

2. Confirmation of the Agenda

2.1 Motion to Confirm the Agenda

Motion LB-0054-2020

Moved By: Jan Nightingale
Seconded By: Dawn Cutler

THAT the agenda for the Library Board meeting of August 27, 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 July 23, 2020.

Motion LB-0055-2020

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

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

CARRIED

5. Business Arising From the Minutes

- 5.1** Picton Building Project Update

Motion LB-0056-2020

Moved By: Kate MacNaughton
Seconded By: Bill McMahon

THAT The Library Board receive THE REPORT as circulated dated August 19, 2020.

CARRIED

Noting that - The Chair and CEO will met with Marcia Wallace, CAO, CPE, in September to discuss the capital project. Additionally, will also meet with Amanda Carter, Finance, CPE, in September to discuss development charges applicable to the capital project. And further, to present an update to Council in October.

- 5.2** Wellington Stairs

✓ Project 90% complete, stairs in, waiting on railing and finishes

- 5.3** Consecon Signage

✓ Permit in place, Eskerod (the sign manufacturer) consulting with the Contractor on appropriate installation to withstand the weather

6. Finance

6.1 Cash Disbursements – July 2020

Motion LB-0057-2020

Moved By: Jan Nightingale
Seconded By: Kate MacNaughton

THAT The Board accept THE Disbursements Summary Report as circulated:

July 2, 2020, totaling.....\$	29,590.74	
July 16, 2020, totaling.....\$	8,362.54	
July 23, 2020, totaling.....\$	40,455.95	
Overall Total..... \$		78,409.23

CARRIED

6.2 Income Statement – July 2020

Motion LB-0058-2020

Moved By: Marion Hughes
Seconded By: Dawn Cutler

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
July	\$ 98,922	\$ 744,487	\$ (23,839)	\$ (12,944)

CARRIED

6.3 Financial Summary – July 2020

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at July 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-0059-2020

Moved By: Bill McMahon
 Seconded By: Jan Nightingale

7.1 CEO’s Report – July 2020

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

CARRIED

<i>July 2020 – CEO’s Review</i>		
<i>Circulation</i>	<i>12,875</i>	<i>Curbside & Partial Opening</i>
<i>New Members</i>	<i>26</i>	<i>Lots of renew library cards as well</i>
<i>Home Delivery</i>	<i>17</i>	<i>Community Care for Seniors</i>

Branches – curbside service - 10 am to 4 pm, Monday to Saturday –
Curbside has been very well received and it will become a regular service, the library’s “drive thru”. Branches – open to the public – see website for individual branch hours -Live Support - online chat, 10 am to 4 pm, Monday to Saturday –
Programming – Front patio, story time, private bookings, music and buskers
Online resources – Authors in Conversation, very successful in July and excited to announce that Peter Blendell in partner with the Library has donated funds to a writing contest for youth in the community that will be announced to the schools and library patrons shortly

8. Correspondence

8.1 Marcia Wallace, CAO, CPE dated July 16, 2020.

Motion LB-0060-2020

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

THAT THE Board receive the correspondence as circulated.

CARRIED

8.2 Menlove Law, dated July 31, 2020.

Motion LB-0061-2020

Moved By: Jan Nightingale

Seconded By: Bill McMahon

THAT THE Board receive the correspondence as circulated.

CARRIED

9. Report From Councillors

Motion LB-0062-2020

Moved By: Dawn Cutler

Seconded By: Jan Nightingale

THAT THE Board receive the verbal report from councillors.

CARRIED

- *Currently meeting at The Regent Theatre, public may attend with the new venue, and the ability to social distance. Council sits on the stage and public in the audience seating.*
- *It was noted that - Public involvement prevalent with the large construction projects presented to council; very advantageous to show support of a project*
- *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, September 24, 2020, 10 am
- ✓ Or As needed

13. Adjourn

Motion LB-0063-2020

Moved By: Bill McMahon

THAT the meeting now adjourn at 11:06 am.

Devon Jones

Devon A. Jones, Chair

Barbara Sweet

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