

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Thursday, October 22, 2020, at 10 am via Zoom.

The following Board Members were present:

Lenny Epstein
Ray Hobson
Marion Hughes
Devon A. Jones, Chair
Kate MacNaughton exit 10:55 am
Bill McMahon exit 10:55 am
Alexander (Sandy) Murray
Jan Nightingale

Regrets:

Dawn Cutler, Vice Chair
Linda Donville

Staff Present:

Barbara Sweet, CEO
Tracy Shortt, 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-0072-2020

Moved By: Jan Nightingale
Seconded By: Bill McMahon

THAT the agenda for the Library Board meeting of October 22, 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 September 24, 2020.

Motion LB-0073-2020

Moved By: Bill McMahon
Seconded By: Marion Hughes

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of September 24, 2020.

CARRIED

5. Business Arising From the Minutes

5.1 Picton Building Project Update

- ✓ Project – letter from Knudsen hold tender price
- ✓ \$100,000 matching funds start October 18 to December 31, 2020
- ✓ The Councilors requested clarification on skipping Committee of the Whole, before going to Council.

THAT The Board approve and direct the CEO, the Chair and the Finance Chair to present a simple, straightforward presentation to Council on ~~November 10, 2020, as suggested by Marcia Wallace, CAO~~ GPE date to be determined after further discussion at a special board meeting next week.

- ✓ \$ spent on HVAC in Picton this year and winter has not begun
- ✓ Public Washrooms - line ups for tourists to use
- ✓ Build already included many "Covid" requirements or minimal changes required – auto doors, antibacterial door handles and railings

5.2 Consecon Signage

- ✓ Consecon & Area Ratepayers Association (CARA), see correspondence
- ✓ Operational item, CEO working with CARA to ensure that the additional signage, bench, and landscaping will complement the Library
- ✓ Covered seating area for County Transit in the hub of Consecon with 24/7 wifi
- ✓ Must be completed by October 31, for grant funding
- ✓ In combination with this, the Library sign will be installed

6. Finance

6.1 Cash Disbursements – September 2020

Motion LB-0074-2020

Moved By: Lenny Epstein
Seconded By: Jan Nightingale

THAT The Board accept THE Disbursements Summary Report as circulated:

September 01, 2020, totaling.....	\$ 8,934.81
September 10, 2020, totaling.....	\$ 14,013.24
September 25, 2020, totaling.....	\$ 49,343.59
Overall Total.....	\$ 72,291.64

CARRIED

6.2 Income Statement – September 2020

Motion LB-0075-2020

Moved By: Jan Nightingale
Seconded By: Ray Hobson

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
September	\$ 118,212	\$ 1,046.137	\$ 31,618	\$ 97,383

CARRIED

6.3 Financial Summary – September 2020

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at September 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, November 26, 10 am, with Board Meeting
- ✓ Or as needed

7. CEO Report

Motion LB-0076-2020

Moved By: Alexander (Sandy) Murray
Seconded By: Kate MacNaughton

7.1 CEO's Report – September 2020

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

CARRIED

8. Correspondence

Motion LB-0077-2020

Moved By: Jan Nightingale
Seconded By: Ray Hobson

8.1 Proposed Consecon Branch community notice board and bench plan.

THAT THE Board accept the correspondence as circulated.

CARRIED

9. Report From Councillors

Motion LB-0078-2020

Moved By: Jan Nightingale
Seconded By: Alexander (Sandy) Murray

THAT THE Board receive the verbal report from councillors.

CARRIED

10. New Business

10.1 Report on October 16, 2020 meeting with Marcia Wallace, CAO, County of Prince Edward, regarding buildings.

- ✓ Review of building & facilities owned by CPE
- ✓ CEO to provide a report in 2021
 - Status
 - Ownership
 - Deficits

11. Other Business

12. Next Meeting Dates

- ✓ Thursday, November 26, 2020, 10 am
- ✓ Or As needed

13. Adjourn


Motion LB-0079-2020

Moved By: Lenny Epstein

THAT the meeting now adjourn at 11:02 am.



Devon A. Jones, Chair



Barbara Sweet, CEO
Secretary/Treasurer to The Board