

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Thursday, February 25, 2021, at 6 pm 10 am via Zoom.

The following Board Members were present:

Dawn Cutler, Vice Chair
Lenny Epstein
Ray Hobson
Marion Hughes
Devon A. Jones, Chair
Kate MacNaughton exit at 10:30 am
Bill McMahon
Alexander (Sandy) Murray
Jan Nightingale

Regrets:

Linda Donville

Staff Present:

Barbara Sweet, CEO
Tracy Shortt, Office

1. Call to Order

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

2. Confirmation of the Agenda

2.1 Motion to Confirm the Agenda

Motion LB-0009-2021

Moved By: Dawn Cutler
Seconded By: Ray Hobson

THAT the agenda for the Library Board meeting of February 25, 2021, 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 January 28, 2021.

Motion LB-0010-2021

Moved By: Bill McMahon
Seconded By: Kate MacNaughton

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of January 28, 2021.

CARRIED

5. Business Arising From the Minutes

- 5.1** Picton Building Project Update
✓ CCF - The Jack & Ruby Lockyer Ward Fund \$14,600
5.2 Consecn Signage
✓ Inserts ready, more in the spring

6. Finance

- 6.1** Cash Disbursements – December 2020

Motion LB-0011-2021

Moved By: Lenny Epstein
Seconded By: Ray Hobson

THAT The Board accept THE Disbursements Summary Report as circulated:

December 3, 2020, totaling.....	\$ 23,045.99
December 23, 2020, totaling.....	\$ 18,639.66
December 31, 2020, totaling.....	\$ 30,372.68
Overall Total.....	\$ 72,058.33

CARRIED

6.2 Cash Disbursements – January 2021

Motion LB-0012-2021

Moved By: Bill McMahon

Seconded By: Ray Hobson

THAT The Board accept THE Disbursements Summary Report as circulated:

January 4, 2021, totaling.....	\$ 19,051.75	
January 14, 2021, totaling.....	\$ 11,532.92	
January 21, 2021, totaling.....	\$ 24,450.03	
Overall Total.....	\$	55,034.70

CARRIED

6.3 Income Statement – December 2020 – in Draft

Motion LB-0013-2021

Moved By: Marion Hughes

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
December	\$ 106,570	\$ 1,360,247	\$ (34,724)	\$ 64,200

✓ Note, yearend transfers were not done in 2020, re: COVID-19, program funds deferred

CARRIED

6.4 Income Statement – January 2021

Motion LB-0014-2021

Moved By: Dawn Cutler

Seconded By: Jan Nightingale

THAT The Board accept THE Income Statement Summary Report as circulated:

Date 2021	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
January	\$ 108,802	\$ 108,802	\$ 7,506	\$ 7,506

CARRIED

6.5 KPMG Audit – March 23, 2021

6.6 Financial Summary – December 2020 & January 2021

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at January 31, 2021.
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, March 25, 2021, 10 am, with Board Meeting
- ✓ Or as needed

7. CEO Report

Motion LB-0016-2021

Moved By: Bill McMahon

Seconded By: Jan Nightingale

7.1 CEO's Report – January 2021

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

CARRIED

8. Correspondence

9. Report From Councillors

Motion LB-0015-2020

Moved By: Alexander (Sandy) Murray

Seconded By: Ray Hobson

THAT THE Board receive the verbal report from councillors.

CARRIED

10. New Business

10.1 Annual Report 2020

- ✓ Will be posted on website for viewing
- ✓ Minimal hard copies
- ✓ Readily changeable or updates as needed

11. Other Business

11.1 Fundraising Update

12. Next Meeting Dates

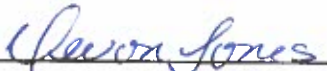
- ✓ Thursday, March 25, 2021, 10 am
- ✓ Or As needed

13. Adjourn


Motion LB-0017-2020

Moved By: Lenny Epstein
Seconded By: Jan Nightingale

THAT the meeting now adjourn at 10:45 am.



Devon A. Jones, Chair



Barbara Sweet, CEO
Secretary/Treasurer to The Board