

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

---

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

The following Board Members were present:

Dawn Cutler, Vice Chair  
Marion Hughes  
Devon A. Jones, Chair  
Kate MacNaughton exit at 10:52 am  
Bill McMahon  
Alexander (Sandy) Murray  
Jan Nightingale

Regrets:

Lenny Epstein  
Ray Hobson

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-0018-2021**

Moved By: Bill McMahon  
Seconded By: Dawn Cutler

**THAT the agenda for the Library Board meeting of March 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 February 25, 2021.

#### **Motion LB-0019-2021**

Moved By: Dawn Cutler  
Seconded By: Alexander (Sandy) Murray

**THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of February 25, 2021.**

**CARRIED**

### **5. Business Arising From the Minutes**

- 5.1** Picton Building Project Update
- ✓ Contract signed by Knudsen Construction
  - ✓ Ground Breaking – send ideas to the Chair, Devon A Jones

**5.2** Annual Report 2020

#### **Motion LB-0020-2021**

Moved By: Kate MacNaughton  
Seconded By: Marion Hughes

**THAT The Board accept THE Annual Report 2020 and approve its' distribution, with amendments.**

**CARRIED**

### **6. Finance**

**6.1** Cash Disbursements – February 2021

#### **Motion LB-0021-2021**

Moved By: Jan Nightingale  
Seconded By: Dawn Cutler

**THAT The Board accept THE Disbursements Summary Report as circulated:**

<b>February 1, 2021, totaling.....</b>	<b>\$ 7,107.16</b>	
<b>February 10, 2021, totaling.....</b>	<b>\$ 10,410.58</b>	
<b>February 11, 2021, totaling.....</b>	<b>\$ 16,435.96</b>	
<b>February 18, 2021, totalling.....</b>	<b>\$ 11,767.06</b>	
<b>February 25, 2021, totalling.....</b>	<b>\$ 37,384.60</b>	
<b>Overall Total.....</b>	<b>\$</b>	<b>83,105.36</b>

**CARRIED**

**6.2 Income Statement – February 2021**

**Motion LB-0022-2021**

Moved By: Bill McMahon  
 Seconded By: Jan Nightingale

**THAT The Board accept THE INCOME STATEMENT Report as circulated:**

<b>Date 2021</b>	<b>Total Revenue Month</b>	<b>Total Revenue Year to Date</b>	<b>Net Surplus Month</b>	<b>Net Surplus Year to Date</b>
February	\$ 103,991	\$ 212,793	\$ (30,104)	\$ (22,598)

**CARRIED**

**6.3 KPMG Audit – March 23, 2021**

**6.4 Financial Summary – February 2021**

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at February 28, 2021.
2. All remittances and source deductions for which the directors may be personally liable have been made and submitted to the appropriate authorities.

**6.5 Next Finance Committee Date**

- ✓ Thursday, April 22, 2021, 10 am, with Board Meeting
- ✓ Or as needed

**7. CEO Report**

**Motion LB-0023-2021**

Moved By: Bill McMahon  
Seconded By: Jan Nightingale

**7.1 CEO's Report – February 2021**

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

**CARRIED**

**8. Correspondence**

**Motion LB-0024-2020**

Moved By: Jan Nightingale  
Seconded By: Kate MacNaughton

**THAT THE Board accept the correspondence as circulated.**

**CARRIED**

Please accept my resignation as Trustee on the PEC Library Board for personal reasons. It has been a pleasure to serve. I'm delighted that the Library has succeeded in achieving the goal of expanding the Picton Library building. I will look forward to visiting the completed improvements. Congratulations to everyone on the Board for their unflinching devotion to the cause.  
Regards, Linda Donville. Dated March 11, 2021.

**THE Board requests a formal thank you be sent in recognition of Linda's volunteer service to the Library Board.**

**9. Report From Councillors**

**Motion LB-0025-2020**

Moved By: Alexander (Sandy) Murray  
Seconded By: Ray Hobson

**THAT THE Board receive the verbal report from councillors.**

**CARRIED**

**10. New Business**

**11. Other Business**

**12. Next Meeting Dates**

- ✓ Thursday, April 22, 2021, 10 am
- ✓ Or As needed

**13. Adjourn**

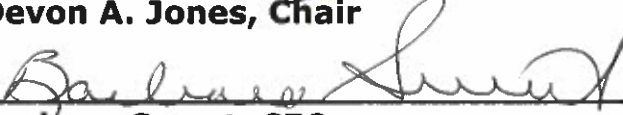
**Motion LB-0026-2020**

Moved By: Bill McMahon

Seconded By:

**THAT the meeting now adjourn at 10:55 am.**

  
\_\_\_\_\_  
**Devon A. Jones, Chair**

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