

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

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A meeting of the Library Board was held on Thursday, April 22, 2021, at 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  
Bill McMahan  
Alexander (Sandy) Murray  
Jan Nightingale

Regrets:

Staff Present:

Barbara Sweet, CEO  
Tracy Shortt, 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-0027-2021**

Moved By: Bill McMahan  
Seconded By: Dawn Cutler

**THAT the agenda for the Library Board meeting of April 22, 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 March 25, 2021.

**Motion LB-0028-2021**

Moved By: Alexander (Sandy) Murray  
Seconded By: Marion Hughes

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

**CARRIED**

**5. Business Arising From the Minutes**

**5.1** Picton Building Project Update

- ✓ Contract signed by Knudsen Construction
- ✓ Ground Breaking – May 2021
- ✓ Ray offering to do pictures chronicling the build

**6. Finance**

**6.1** Cash Disbursements – March 2021

**Motion LB-0029-2021**

Moved By: Dawn Cutler  
Seconded By: Marion Hughes

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

<b>March 1, 2021, totaling.....</b>	<b>\$ 7,935.37</b>	
<b>March 4, 2021, totaling.....</b>	<b>\$ 22,832.15</b>	
<b>March 25, 2021, totalling.....</b>	<b>\$ 46,392.32</b>	
<b>Overall Total.....</b>	<b>\$</b>	<b>77,159.84</b>

**CARRIED**

## 6.2 Income Statement – March 2021

### Motion LB-0030-2021

Moved By: Kate MacNaughton  
Seconded By: Ray Hobson

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

Date 2021	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
March	\$ 108,180	\$ 320,973	\$ (26,682)	\$ (49,279)

**CARRIED**

## 6.3 KPMG Audit – presenting statements May 27, 2021

## 6.4 Financial Summary – March 31, 2021

The CEO confirms that:

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

## 6.5 Next Finance Committee Date

- ✓ Thursday, May 27, 2021, 10 am, with Board Meeting
- ✓ Or as needed

## 7. CEO Report

### Motion LB-0031-2021

Moved By: Kate MacNaughton  
Seconded By: Bill McMahon

## 7.1 CEO's Report – March 2021

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

**CARRIED**

**8. Correspondence**

**9. Report From Councillors**

**Motion LB-0032-2020**

Moved By: Alexander (Sandy) Murray

Seconded By: Jan Nightingale

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

**CARRIED**

**10. New Business**

**10.1** The Library Board would like to communicate their thanks to the library staff for meeting the challenges of the 2020 year and 2021 to date. The Library has run "as business as usual" with extra efforts from the staff. Dawn Cutler has volunteered to write an article for the local paper.

**11. Other Business**

**12. Next Meeting Dates**

✓ Thursday, May 27, 2021, 10 am

✓ Or As needed

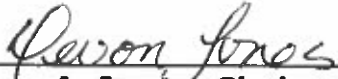
**13. Adjourn**

**Motion LB-0033-2020**

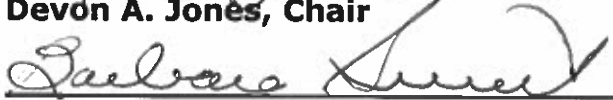
Moved By: Ray Hobson

Seconded By:

**THAT the meeting now adjourn at 10:56 am.**

  
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**Devon A. Jones, Chair**

  
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**Barbara Sweet, CEO**

**Secretary/Treasurer to The Board**

January to December 2020, 179,543 items were checked out and 820 programs held with 13,069 attendees.

Throughout 2020, we endeavoured to bring you as many virtual author conversations as possible. We chatted with authors Katherine Ashenburg, Alan Bradley, Jane Christmas, Shani Mootoo, Peter Blendell, Shelagh Hurley, Tim Cook, David Frum, Catherine Bush, Kathryn Kuitenbrower, Vicki Delany, JD Carpenter, Andrew Binks and Spectral Musings Podcast creators Cheryl Bruce and Jennifer Sommer. We added Spanish and French classes, tech workshops, online storytime and much more. Discover YOUth, the 2SLGBTQ+ drop in group moved to an online format and played video games and watched movies while connecting with each other. Creating all of these new and enhanced programs has been an exercise in creativity. Library board vice chair Dawn Cutler said, "While working from home, the staff think outside the box proving to be agile, flexible and innovative in planning and executing programs and services. The staff have made us proud to be part of this institution and the Library Board and Management appreciate all their hard work."

In 2020, the Archives quietly celebrated their ten year anniversary at the current facility, at the Wellington Branch of the Library. Until 2010, the Archives was operated by Historical Society volunteers through the summer months at the old jail in Picton, and the Archives still counts the Historical Society as a valued partner. The Archives have offered remote services, allowing researchers to phone or email with their query, responding to 520 requests as compared to 2019's 365 requests. Archives assistant Linda Mathews celebrated her 40<sup>th</sup> anniversary with the Library and Archives in 2020.

Throughout the pandemic, we have consulted regularly with Hastings Prince Edward Public Health to ensure that we are offering services safely. "Curbside pickup, sanitizing and quarantining library books, and helping people without welcoming them into the library has been a challenge but one that the staff have embraced fully," explained CEO Barbara Sweet. "It's gratifying to know that the library has continued to be a mainstay in people's lives even if the way they use it has temporarily changed."

Throughout this current stay-at-home order, the library is open at each of the six branches for contactless curbside pickup and essential computer use, as well as online programs and resources. If you have any questions about library service, please give us a call at (614) 476-5962 or visit [peclibrary.org](http://peclibrary.org).

-Liz Zylstra



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