

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Friday, July 2, 2021, at 10 am via Zoom.

The following Board Members were present:

Ray Hobson
Marion Hughes
Devon A. Jones, Chair
Bill McMahon
Alexander (Sandy) Murray
Jan Nightingale

Regrets:

Dawn Cutler, Vice Chair
Lenny Epstein
Kate MacNaughton

Staff Present:

Barbara Sweet, CEO
Tracy Shortt, Office

1. Call to Order

The meeting was called to order at 10:03 am by the Chair, Devon A. Jones.

2. Confirmation of the Agenda

2.1 Motion to Confirm the Agenda

Motion LB-0043-2021

Moved By: Ray Hobson
Seconded By: Bill McMahon

THAT the agenda for the Library Board meeting of July 2, 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 June 3, 2021.

Motion LB-0044-2021

Moved By: Jan Nightingale
Seconded By: Ray Hobson

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of June 3, 2021.

CARRIED

5. Business Arising From the Minutes

5.1 Picton Building Project Update
✓ Safety fencing onsite
✓ Construction primarily from Main Street access

6. Finance

6.1 Cash Disbursements – May 2021

Motion LB-0045-2021

Moved By: Marion Hughes
Seconded By: Jan Nightingale

THAT The Board accept THE Disbursements Summary Report as circulated:

May 1, 2021, totaling.....	\$ 13,401.91	
May 6, 2021, totaling.....	\$ 12,906.78	
May 13, 2021, totaling.....	\$ 31,201.70	
May 20, 2021, totaling.....	\$ 13,319.28	
Overall Total.....	\$	70,829.67

CARRIED

6.2 Income Statement – May 2021

Motion LB-0046-2021

Moved By: Bill McMahon
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
May	\$ 113,088	\$ 536,919	\$ (6,757)	\$ (66,655)

CARRIED

6.3 Financial Summary – May 31, 2021

The CEO confirms that:

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

6.4 Vacation Payable

Motion LB-0047-2021

Moved By: Ray Hobson
Seconded By: Bill McMahon

THAT The Board accept the recommendation of the CEO that all vacation accrued and owing to employees at December 31, 2020, as confirmed by the KPMG audit as of the same date, will be paid out to all consenting employees of the County of Prince Edward Public Library.

CARRIED

6.5 Next Finance Committee Date

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

7. CEO Report

Motion LB-0048-2021

Moved By: Alexander (Sandy) Murray

Seconded By: Bill McMahon

7.1 CEO's Report – May 2021

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

CARRIED

- ✓ The Marans Café is using the front patio area at the Picton Branch and will make a donation at the end of the summer in lieu of rent
- ✓ Outdoor programming will be held at Benson Park in Picton, or other library branches this summer
- ✓ June 30, all branches will be open to the public in Step 2, meeting health and safety standards, curbside will continue to be offered and a summer student position will be available to assist with circulation "running" to the curbside drive thru
- ✓ Consecon Branch signage and bike rack have been installed
- ✓ ILLO has been moved to the Bloomfield Branch temporarily to make room for an inside working area for Knudsen Construction at the Picton Branch
- ✓ Portable air conditioning units have been installed at the Picton Branch as the onsite air conditioner has given long and good service, but it is not cost effective at this time to repair with a suggested quote of \$2,000 plus with no warranty and further that the unit will be removed when construction renovations start
- ✓ A library staff person attended the ALA conference for the first time due to reduced costs via zoom. Lots of programming ideas, and trends that we can anticipate were learned. Adult initiatives continue to be online, while youth programming is in person and outside, for example.
- ✓ The library branches have been inundated with the Wellington Rotary Beach Pass initiative offered by the County of Prince Edward, processing over 650 passes to date

8. Correspondence

9. Report From Councillors

Motion LB-0049-2020

Moved By: Alexander (Sandy) Murray

Seconded By: Jan Nightingale

THAT THE Board receive the verbal report from councillors.

CARRIED

- ✓ Email received regarding the air conditioning at the Picton Branch
- ✓ How to re-open for in person meetings at Shire Hall

10. New Business

10.1 Donation – The Fox, Sculpture by Pierre Bourgault

- ✓ Independent evaluation of the piece will be contracted to issue a charitable receipt for the donation
- ✓ Report attached for reference

11. Other Business

12. Next Meeting Dates

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

13. Adjourn

Motion LB-0050-2020


Moved By: Ray Hobson

Seconded By:

THAT the meeting now adjourn at 11:12 am.



Devon A. Jones, Chair



Barbara Sweet, CEO
Secretary/Treasurer to The Board