

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Thursday, September 23, 2021, at 10 am via Zoom.

The following Board Members were present:

Dawn Cutler, Vice Chair
Ray Hobson
Marion Hughes
Devon A. Jones, Chair
Kate MacNaughton
Bill McMahan
Alexander (Sandy) Murray
Jan Nightingale

Regrets:

Lenny Epstein

Staff Present:

Barbara Sweet, CEO
Tracy Shortt, Office

Guest Present:

Carlyn Moulton, Oeno Gallery exit 10:35 am

1. Call to Order

The meeting was called to order at 10:00 am by the Chair, Devon A. Jones.

2. Confirmation of the Agenda

2.1 Motion to Confirm the Agenda

Motion LB-0051-2021

Moved By: Dawn Cutler
Seconded By: Jan Nightingale

THAT the agenda for the Library Board meeting of September 23, 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. Oeno Gallery Presentation

4.1 Carlyn Moulton

Motion LB-0052-2021

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

THAT THE Library Board receive the report as presented and direct Carlyn Moulton of Oeno Gallery to investigate the next steps for placement of the sculpture The Fox, Which Way Does It Gallop? by Pierre Bourgault, and return to the Board with a formal proposal.

CARRIED

5. Minutes

5.1 Motion to approve the Library Board Minutes from the meeting held on July 2, 2021.

Motion LB-0053-2021

Moved By: Ray Hobson
Seconded By: Bill McMahon

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of July 2, 2021.


CARRIED

6. Business Arising From the Minutes

6.1 Picton Building Project Update

- ✓ Receiving area for deliveries – awaiting approvals from the Ministry of Natural Resources, and investigating other possible sites
- ✓ Bantam by the Marans has moved from the patio for the season and a dumpster will in moved in shortly
- ✓ Construction office is onsite
- ✓ Construction viewing area is set up in the library for patrons and in addition a live stream video will be on the website

6.2 Fundraising Committee

- ✓ Preparing letters for all prior donors to go out this month
- ✓ New slogan, Love Your Library  Reaching the Finish Line

Description	In	Out	Net
	Total Funds	Drawn Funds	Net Funds
Donations & Fundraising to Date	\$ 1,455,438	\$ -	\$ 1,455,438
County of PE Capital Sustainability Reserve	\$ 320,000	\$ 320,000	\$ -
Estimated Development Charges	\$ 538,324	\$ 56,540	\$ 481,784
Documented Pledges, not received	\$ 79,712	\$ -	\$ -
	\$ 2,393,474	\$ 376,540	\$ 1,937,222
Net to Raise	\$ 406,526		
Total Budget	\$ 2,800,000		

7. Finance

7.1 Cash Disbursements – June 2021

Motion LB-0054-2021

Moved By: Jan Nightingale
 Seconded By: Bill McMahon

THAT The Board accept THE Disbursements Summary Report as circulated:

June 1, 2021, totaling.....	\$ 1,525.23
June 3, 2021, totaling.....	\$ 53,063.69
June 10, 2021, totaling.....	\$ 36,565.69
June 17, 2021, totaling.....	\$ 17,917.42
June 30, 2021, totaling.....	\$ 1,241.08
Overall Total.....	\$ 110,313.11

CARRIED

7.2 Cash Disbursements – July 2021

Motion LB-0055-2021

Moved By: Dawn Cutler
Seconded By: Jan Nightingale

THAT The Board accept THE Disbursements Summary Report as circulated:

July 1, 2021, totaling.....	\$	7,144.36
July 8, 2021, totaling.....	\$	16,572.80
July 15, 2021, totaling.....	\$	9,514.17
July 23, 2021, totaling.....	\$	38,818.01
July 30, 2021, totaling.....	\$	5,442.98
Overall Total.....	\$	77,492.32

CARRIED

7.3 Cash Disbursements – August 2021

Motion LB-0056-2021

Moved By: Bill McMahon
Seconded By: Ray Hobson

THAT The Board accept THE Disbursements Summary Report as circulated:

August 2, 2021, totaling.....	\$	20,163.98
August 5, 2021, totaling.....	\$	160,533.52
August 19, 2021, totaling.....	\$	3,191.90
August 27, 2021, totaling.....	\$	23,475.79
Overall Total.....	\$	207,365.19

CARRIED

7.4 Income Statement – June 2021

Motion LB-0057-2021

Moved By: Ray Hobson
Seconded By: Marion Hughes

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
June	\$ 118,692	\$ 655,882	\$ (13,267)	\$ (85,582)
CARRIED				

7.5 Income Statement – July 2021

Motion LB-0058-2021

Moved By: Ray Hobson
 Seconded By: Marion Hughes

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
July	\$ 104,345	\$ 760,227	\$ (41,909)	\$ (127,491)
CARRIED				

7.6 Income Statement – August 2021

Motion LB-0059-2021

Moved By: Ray Hobson
 Seconded By: Marion Hughes

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
August	\$ 112,669	\$ 872,986	\$ (136)	\$ (127,627)
CARRIED				

7.7 Financial Summary – June 30, July 31, and August 31, 2021

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at June 30, July 31, and August 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.

7.8 Operating Budget 2022

Motion LB-0060-2021

Moved By: Kate MacNaughton

Seconded By: Bill McMahon

THAT The Board accept THE Operating Budget Report 2022 as circulated:

Net increase to CPE \$ 113,187.

CARRIED

7.9 Capital Budget 2022

Motion LB-0061-2021

Moved By: Ray Hobson

Seconded By: Bill McMahon

THAT The Board accept THE Capital & Maintenance Budget Report 2022 for the period 2019 to 2025 as circulated:

Projects Report Total \$2,886,060.

CARRIED

7.10 Next Finance Committee Date

- ✓ Thursday, October 28, 2021, 10 am, with Board Meeting
- ✓ Or as needed

8. CEO Report

- 8.1** CEO's Report – June 30, July 31, and August 31, 2021
8.1.1 Including Coronavirus disease (COVID-19) update.

Motion LB-0062-2021

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

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

CARRIED

	June	July	August
Circulation	15,742	16,352	16,172
New Members	92	100	75
# of Programs	89	46	58
# of Program Attendees	1,523	505	660

- ✓ meeting rooms are being used for small book clubs only
- ✓ book sales are being conducted at all branches to augment the 2021 book budget
- ✓ most of the programming continues to be conducted online

9. Correspondence

- 9.1** Letter Dated September 20, 2021, Ontario Public Library Guidelines Monitoring and Accreditation Council
- ✓ CPE Public Library be re-accredited for a period of five (5) years to December 31, 2025.

Motion LB-0063-2020

Moved By: Dawn Cutler
Seconded By: Bill McMahon

THAT THE Board accept the correspondence as circulated.

CARRIED

10. Report From Councillors

Motion LB-0064-2020

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

THAT THE Board receive the verbal report from councillors.

CARRIED

- ✓ The Councillors commented on the municipality's upcoming possible mandatory COVID-19 vaccination policy for councillors, staff, and contract employees.

11. New Business

11.1 Policy HR 200, previously HR 200 210, HR 197, HR 198

Motion LB-0065-2020

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

THAT The Board receive and adopt policy HR 200 – Workplace Violence and Workplace Harassment, with minor amendments.

CARRIED

12. Other Business

13. Next Meeting Dates

- ✓ Thursday, October 28, 2021, 10 am
- ✓ Or as needed

14. Adjourn

Motion LB-0066-2020

Moved By: Kate MacNaughton

THAT the meeting now adjourn at 11:54 am.



Devon A. Jones, Chair



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