

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Thursday, November 25, 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 McMahon exit 10:45 am
Alexander (Sandy) Murray
Jan Nightingale

Regrets:

Lenny Epstein

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-0076-2021

Moved By: Dawn Cutler
Seconded By: Bill McMahon

THAT the agenda for the Library Board meeting of November 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 September 23, 2021.

Motion LB-0077-2021

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

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

CARRIED

5. Business Arising from the Minutes

5.1 Picton Building Project Update

- ✓ Site meeting November 16, 2021
- ✓ Site Meeting November 30, 2021
- ✓ The availability and delivery of supplies on time are an ongoing concern

5.2 Strategic Plan

- ✓ Library personnel are reviewing the current plan as a working group during weekly zoom staff meetings
- ✓ Ad hoc committee reviews will follow
- ✓ ETA, Spring 2022

5.3 Report to Council

- ✓ Tuesday, November 9, 2021, the CEO and the Board Chair presented the 3rd quarter update to Council
- ✓ <https://www.youtube.com/watch?v=6Ba4-KP1Qyc>
- ✓ The presentation generated positive press coverage from the local newspapers, motivating donors

6. Finance

6.1 Cash Disbursements – October 2021

Motion LB-0078-2021

Moved By: Ray Hobson
Seconded By: Bill McMahon

THAT The Board accept THE Disbursements Summary Report as circulated:

October 1, 2021, totaling.....	\$ 10,056.14
October 7, 2021, totaling.....	\$ 22,153.25
October 21, 2021, totaling.....	\$ 22,688.29
October 28, 2021, totaling.....	\$ 16,874.28
Overall Total.....	\$ 71,771.96

CARRIED

6.2 Income Statement – October 2021

Motion LB-0079-2021

Moved By: Marion Hughes
Seconded By: Dawn Cutler

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
October	\$ 214,783	\$ 1,211,056	\$ 98,129	\$ (21,621)

CARRIED

6.3 Financial Summary – October 2021

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at October 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 Next Finance Committee Date**
 - ✓ Thursday, January 27, 2022, 10 am, with Board Meeting
 - ✓ Or as needed

7. CEO Report

- 7.1 CEO's Report – October 31, 2021**
 - 7.1.1 Including Coronavirus disease (COVID-19) update.

Motion LB-0080-2021

Moved By: Bill McMahon
 Seconded By: Jan Nightingale

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

CARRIED

2021	June	July	August	September	October
Circulation	15,742	16,352	16,172	14,906	16,358
New Members	92	100	75	66	51
# of Programs	89	46	58	51	75
# of Program Attendees	1,523	505	660	937	862

- ✓ David Allen, IT, last day Tuesday, November 23, 2021, moving onto a position in his field. He will be missed; Dave was always pleasant and responsive to patrons and staff.
- ✓ Job Opportunities at the Library, a position has been posted on the library's website looking for an applicant who has IT abilities, plus public service, and the ability to jump into many different roles, for example working with youth. <https://www.peclibrary.org/wanted-on-call-circulation-clerk/>
- ✓ For the short term, the library should be able to operate with this void during the winter months
- ✓ Radio ads 99.3 County FM
- ✓ Ancestry.com will be ending remote access for patrons on December 31, 2021, the program will only be offered onsite at the library after that date.
- ✓ Meeting rooms, the library has lost some regular groups due to the members unwillingness to keep masks on while on the premises.
- ✓ Youth programming will remain in smaller groups and an outside heater has been purchased with grant dollars to augment programs outside for the winter at the Wellington Branch, bundle up and read a book
- ✓ Fundraising is going very well
- ✓ The library has applied to the Commonwell LEAF Initiative. Grant recipients will be notified of their success on December 10, 2021.

8. Correspondence

9. Report From Councillors

Motion LB-0081-2021

Moved By: Alexander (Sandy) Murray

Seconded By: Jan Nightingale

THAT THE Board receive the verbal report from councillors.

CARRIED

- ✓ Capital Budget December 8, 2021
- ✓ Councilor Kate MacNaughton is organizing activity stations at the upcoming youth vaccine clinics and the library will be participating with a fun tech station, the button maker for example
- ✓ Councilor Kate MacNaughton and Councilor Bill McMahon noted the hard work and efforts of staff regarding the presentation to Council

10. New Business

11. Other Business

11.1 In Person Meetings

Winter driving and cancelling meetings due to extreme weather conditions, plus the library does not have a large enough venue for in-person meetings that meet spacing requirements.

The Board will review again in the Spring 2022.

12. Next Meeting Dates


- ✓ Thursday, January 27, 2022, 10 am
- ✓ Or as needed

13. Adjourn

Motion LB-0082-2021

Moved By: Jan Nightingale

THAT the meeting now adjourns at 10:55 am.



Devon A. Jones, Chair



Barbara Sweet, CEO

Secretary/Treasurer to The Board