COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Thursday, March 31, 2022, at 10 am via Zoom.

The following Board Members were present:

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

Regrets:

Dawn Cutler, Vice Chair
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-0019-2022
Moved By: Bill McMahon
Seconded By: Jan Nightingale

THAT the agenda for the Library Board meeting of March 31, 2022, 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 24, 2022.

Motion LB-0020-2022

Moved By: Bill McMahon
Seconded By: Alexander (Sandy) Murray

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of February 24, 2022.

CARRIED

5. Business Arising from the Minutes

5.1 Picton Building Project Update

✓ On Budget
✓ the extension of the lease dated March 21, 2022, with TGSL Holdings; the extension is to May 20, 2022, and then infrequent access as needed with seven (7) days' notice
✓ Request from Library Board Members to schedule a site visit in nicer weather

5.2 Canada Community Revitalization Fund (CCRF Grant)

Motion LB-0021-2022

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

THAT THE Library Board accept The CEO and the Chair of the Library Board be authorized to enter into the agreement with FedDevOntario should our grant application be successful and that the Board confirms the secured funding in the amount of $154,000 matching funding from the building fund.

CARRIED

6. COVID Update

6.1 Library Staff continue to mask and social distance.

7. Finance

7.1 Cash Disbursements – February 2022

Motion LB-0022-2022
Moved By: Jan Nightingale
Seconded By: Bill McMahon

THAT The Board accept THE SUMMARY OF DISBURSEMENTS Report as circulated and as recommended by the Finance Committee:

Total Disbursements: $ 350,582.16

CARRIED

7.2 Income Statement – February 2022 in Draft

Motion LB-0023-2022
Moved By: Bill McMahon
Seconded By: Ray Hobson

THAT The Board accept THE FINANCIAL STATEMENT Report as circulated and as recommended by the Finance Committee:

Date 2022	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
February	$ 113,530	$ 231,774	$ (4,439)	$ 10,012

CARRIED

7.3 Financial Summary – February 28, 2022

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at February 28, 2022.

2. All remittances and source deductions for which the directors may be personally liable have been made and submitted to the appropriate authorities.

7.4   Next Finance Committee Date
   ✓ TBD
   ✓ With Board Meeting

8.   CEO Report

8.1   CEO's Report – February 2022

Motion LB-0024-2022
Moved By: Ray Hobson
Seconded By: Bill McMahon

THAT THE Board accept the CEO's verbal report.

                                    CARRIED

   ✓ Curbside cart
   ✓ No public washrooms available at the Picton Library

9.   Correspondence

10.   Report From Councillors

Motion LB-0025-2022
Moved By: Alexander (Sandy) Murray
Seconded By: Jan Nightingale

THAT THE Board receive the verbal report from councillors.

                                    CARRIED

   ✓ Improvements at Shire Hall include 24/7 public washrooms
   ✓ Council Meetings in person starting April 4, 2022

11.   New Business

12.   Other Business

13.   Next Meeting Dates
- ✓ Thursday, April 28, 2022, 10 am
- ✓ Or as needed

14.   Adjourn

Motion LB-0026-2022
Moved By: Ray Hobson

THAT the meeting now adjourns at 11:00 am.

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Devon A. Jones, Chair

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Barbara Sweet, CEO
Secretary/Treasurer to The Board