

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Thursday, April 28, 2022, at 10 am via Zoom.

The following Board Members were present:

Dawn Cutler, Vice Chair
Lenny Epstein
Marion Hughes
Devon A. Jones, Chair
Bill McMahon
Alexander (Sandy) Murray
Jan Nightingale
Jessica Shiers

Regrets:

Ray Hobson
Kate MacNaughton

Staff Present:

Barbara Sweet, CEO
Tracy Shortt, Office

Guest:

Katie McMahon, CPA, CA, CITP, Senior Manager, Audit, KPMG LLP

1. Call to Order

The meeting was called to order at 10:02 am by the Chair, Devon A. Jones.

2. Confirmation of the Agenda

2.1 Motion to Confirm the Agenda

Motion LB-0027-2022

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

THAT the agenda for the Library Board meeting of April 28, 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. KPMG Presentation

4.1 Year End December 31, 2021

Motion LB-0028-2022

Moved By: Alexander (Sandy) Murray
Seconded By: Dawn Cutler

THAT The Board receive the Year End Audited Report drafted by KPMG LLP for December 31, 2021, as circulated, and presented by Katie McMahon, CPA, CA, CITP, Senior Manager, Audit, KPMG LLP, and as recommended by the Finance Committee

And FURTHER THAT The Board authorize Barbara Sweet, CEO, sign the final audit letter signifying the completion of the audit.

CARRIED

Thank you to the Barbara Sweet, CEO and Tracy Shortt, bookkeeper for their preparedness and hard work during the audit and throughout the year. Katie McMahon congratulated the management team, noting that the audit concluded that there were no internal control deficiencies or any recommendations in changing the day-to-day accounting procedures.

5. Minutes

5.1 Motion to approve the Library Board Minutes from the meeting held on March 31, 2022.

Motion LB-0029-2022

Moved By: Jan Nightingale
Seconded By: Bill McMahon

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of March 31, 2022.

CARRIED

6. Business Arising from the Minutes

6.1 Picton Building Project Update

Motion LB-0030-2022

Moved By: Devon A. Jones

Seconded By: Jan Nightingale

THAT THE Library Board accept THE verbal report.

- ✓ On budget and on schedule
- ✓ Framing materials onsite
- ✓ The downstairs of the Library is gutted to the studs and renovations are underway
- ✓ Knudsen has commented that the entry via TGSL parking area should not be necessary after the May 20, 2022, deadline as temporary access arrangements are available
- ✓ Knudsen will be providing a foundation repair estimate to the Regent Theatre; the quotation will identify the costs of fixing the foundation while the laneway between the buildings is under construction and the additional estimated costs if the foundation is remedied, thereafter.

CARRIED

7. COVID Update

- 7.1** Library Staff continue to mask and social distance. Library staff meetings have included pandemic planning for staff shortages at the branches. Signage has been provided in the event of closure or shortened hours due to staffing issues.

Motion LB-0030-2022

Moved By: Devon A. Jones

Seconded By: Jan Nightingale

THAT THE Library Board accept THE verbal report.

CARRIED

8. Finance

8.1 Cash Disbursements – March 2022

Motion LB-0031-2022

Moved By: Marion Hughes

Seconded By: Bill McMahon

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

Total Disbursements: \$ 170,404.70

CARRIED

8.2 Income Statement – March 2022 in Draft

Motion LB-0032-2022

Moved By: Bill McMahon

Seconded By: Jan Nightingale

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
March	\$ 124,514	\$ 356,288	\$ 14,550	\$ 24,562

CARRIED

8.3 Financial Summary – March 31, 2022

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at March 31, 2022.
2. All remittances and source deductions for which the directors may be personally liable have been made and submitted to the appropriate authorities.

8.4 Next Finance Committee Date

✓ TBD

✓ With Board Meeting

9. CEO Report

9.1 CEO's Report – March 2022

Motion LB-0033-2022

Moved By: Alexander (Sandy) Murray

Seconded By: Jan Nightingale

THAT THE Board accept the CEO's verbal report.

CARRIED

- ✓ New lawn signs for spring 2022, \$5 each
- ✓ County Reads Authors Festival April 21 to 24
- ✓ Women Killing it Crime Writers Workshop April 24
- ✓ Maude Barlow in conversation with Jane Lesslie May 12
- ✓ Linwood Barclay in conversation with Vicki Delaney May 17
- ✓ The Library branches are working the County of Prince Edward to provide Boat Launch Parking Permits
- ✓ Mallory Dawson has been employed as the new Youth Librarian
- ✓ Check out 99.3 County FM, the Grapevine, bi-weekly the library will be discussing services and upcoming programs
- ✓ Oeno Gallery, discussions are paused until the landscape plans are finalized.
- ✓ There are no public washrooms currently available at the Picton Library, however, the public washrooms are now available at Benson Park

CEO Report	22-Feb	22-Mar
Circulation	15,035.0	16,757.0
New Members	53.0	62.0
Home Delivery	70.0	69.0
Programs	75.0	55.0
Program Attendees	1,575.0	878.0

10. Correspondence

11. Report From Councillors

Motion LB-0034-2022

Moved By: Lenny Epstein

Seconded By: Jan Nightingale

THAT THE Board receive the verbal report from councillors.

CARRIED

- ✓ Sir John A MacDonald, Holding Court, special committee meeting was held April 27, 2022
- ✓ Council Meetings continue in zoom

12. New Business

13. Other Business

14. Next Meeting Dates


- ✓ Thursday, May 26, 2022, 10 am
- ✓ Or as needed

15. Adjourn


Motion LB-0035-2022

Moved By: Marion Hughes

THAT the meeting now adjourns at 10:36 am.



Devon A. Jones, Chair



Barbara Sweet, CEO
Secretary/Treasurer to The Board