

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

A meeting of the Library Board was held on Thursday, January 27, 2022, at 10 am via Zoom.

The following Board Members were present:

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

Regrets:

Lenny Epstein
Ray Hobson

Staff Present:

Barbara Sweet, CEO
Tracy Shortt, Office

Guest Present:

Carlyn Moulton, Curator, Oeno Gallery exit 10:20 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-0001-2022

Moved By: Dawn Cutler
Seconded By: Bill McMahon

THAT the agenda for the Library Board meeting of January 27, 2022, be confirmed, with amendment.

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 November 25, 2021.

Motion LB-0002-2022

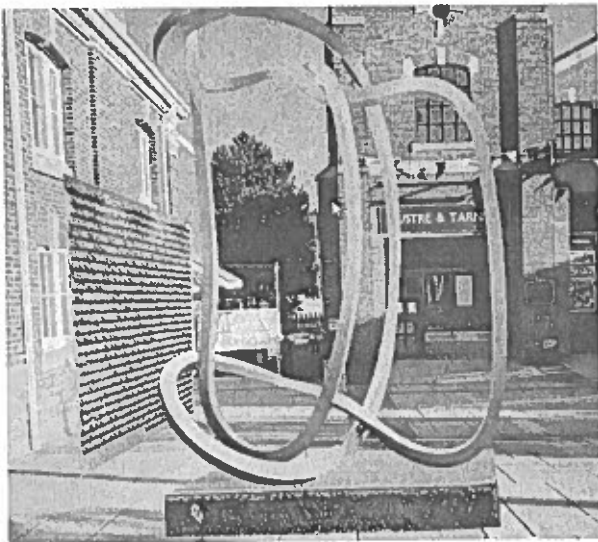
Moved By: Jan Nightingale
Seconded By: Marion Hughes

THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of November 25, 2021.

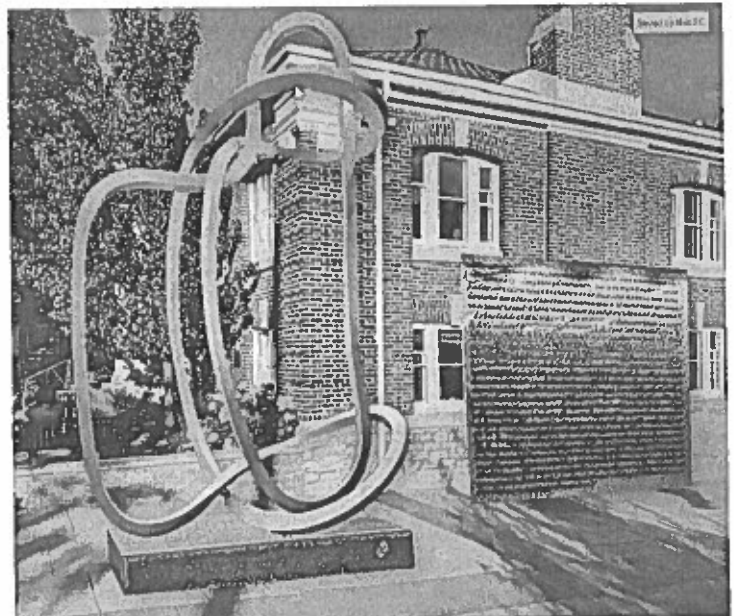
CARRIED

5. Carlyn Moulton, Oeno Gallery

"A Library in the middle of a community is a cross between an emergency exit, a life raft, and a festival. They are cathedral of the mind; hospitals of the soul; theme parks of the imagination." Caitlin Moran, author.



Library Board



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5.1 Sculpture Donation to the Picton Library Renovation Project

- To accept the gift,
- The artist and the gallery are agreeable to revisit the plaque and resize the text to fit the space

6. Business Arising from the Minutes

6.1 Picton Building Project Update

- ✓ Concrete wall forms are in place, awaiting weather conditions to pour
- ✓ Steel is in inventory, ready to be installed
- ✓ The availability and delivery of supplies on time is an ongoing concern

6.2 LEAF Grant, Commonwell Insurance Awarded \$100,000 <https://thecommonwell.ca/locations/the-library-a-place-for-youth/>

This grant will provide: (see link for details)

- ✓ Exterior courtyard garden area
- ✓ Exterior Amphitheatre space
- ✓ Youth activity area with kitchenette and seat risers
- ✓ Soundproof room
- ✓ Computer lounge

6.3 Other Grants awarded in addition will provide and augment: Furnishing, fixtures, programming, and an accessible library

- ✓ Automatic door openers
- ✓ Handrails and benches along accessible walkway
- ✓ Accessible worktables and chairs
- ✓ One accessible washroom
- ✓ Semi-permanent curbside pickup box outside

7. Finance

7.1 Cash Disbursements – November 2021

Motion LB-0003-2022

Moved By: Kate MacNaughton

Seconded By: Jan Nightingale

THAT The Board accept THE Disbursements Summary Report as circulated:

Total Disbursements: \$ 57,763.85

CARRIED

7.2 Cash Disbursements – December 2021

Motion LB-0004-2022

Moved By: Dawn Cutler
Seconded By: Bill McMahon

THAT The Board accept THE Disbursements Summary Report as circulated:

Total Disbursements: \$ 142,226.43

CARRIED

7.3 Income Statement – November 2021

Motion LB-0005-2022

Moved By: Marion Hughes
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
November	\$ 109,964	\$ 1,302,725	\$ (8,133)	\$ (46,667)

CARRIED

7.4 Income Statement – December 2021

- Will be presented at the next Library Board meeting
- A Finance Committee meeting will be called shortly to review the year end in draft, prior to audit

7.5 Financial Summary – December 31, 2021

The CEO confirms that:

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

7.6 Next Finance Committee Date

- ✓ TBD
- ✓ Or as needed

8. CEO Report

8.1 CEO's Report – November & December 2021

Motion LB-0006-2022

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

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

CARRIED

	June	July	August	September	October	November	December
Circulation	15,742	16,352	16,172	14,906	16,358	14,266	14,082
New Members	92	100	75	66	51	-	-
# of Programs	89	46	58	51	75	88	49
# of Program Attendees	1,523	505	660	937	862	915	659

- ✓ BiblioCommons software rollout
- ✓ Peggy Malcolm of OLA, on our request, has set up working meetings via zoom with other libraries to strategize and develop online programs by sharing ideas, as well as resource sharing, four libraries sharing the cost of an author presentation, for example.
- ✓ County Reads Authors Festival in planning stages
- ✓ Increase in circulation from 2020 to 2021

The Library Board Noted: Congratulations to the CEO and Library Staff for being amazing, expanding and adapting over the last two years in this challenging time and so seamlessly.

9. Correspondence

10. Report From Councillors

Motion LB-0007-2022

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

THAT THE Board receive the verbal report from councillors.

CARRIED

- ✓ Operating Budget deliberations begin in February

- ✓ Councilor Kate MacNaughton in follow up to the participation in organizing activity stations at the recent and upcoming youth vaccine clinics; Thank you to the Library Staff for their creativity, supplies, volunteering and participating with the fun tech station.
- ✓ Councilor Kate MacNaughton noted the hard work and efforts of staff will be mentioned in her public letter of thanks to local newspaper, in connection with their assistance with the Prince Edward Family Health Team's Vaccine Clinics.

11. New Business

11.1 Annual Report 2021

Motion LB-0008-2022

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

THAT THE Board accept the Annual Report as circulated and approve its' distribution.

CARRIED

- ✓ **Library Connections in the Community**
- ✓ **CEO's presentation to CPE Council will review the year 2021 using the Annual Report**
- ✓ **And further, will highlight what to expect in 2022, 2023**

12. Other Business

13. Next Meeting Dates

- ✓ Thursday, February 24, 2022, 10 am
- ✓ Or as needed

14. Adjourn

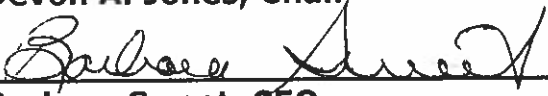
Motion LB-0009-2022

Moved By: Dawn Cutler

THAT the meeting now adjourns at 10:55 am.



Devon A. Jones, Chair



Barbara Sweet, CEO
Secretary/Treasurer to The Board