

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

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A meeting of the Library Board was held on Thursday, May 26, 2022, at 10 am via Zoom.

The following Board Members were present:

Dawn Cutler, Vice Chair  
Marion Hughes  
Devon A. Jones, Chair  
Alexander (Sandy) Murray  
Kate MacNaughton enter 10:10 am  
Jan Nightingale  
Jessica Shiers exit 10:30 am

Regrets:

Lenny Epstein  
Ray Hobson  
Bill McMahon

Staff Present:

Barbara Sweet, CEO  
Tracy Shortt, Office

**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-0036-2022**

Moved By: Dawn Cutler  
Seconded By: Jan Nightingale

**THAT the agenda for the Library Board meeting of May 26, 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 Finance Committee Minutes from the meeting held on April 28, 2022.

**Motion LB-0037-2022**

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

**THAT THE Library Board accept THE MINUTES as circulated from the Finance Committee Meeting of April 28, 2022.**

**CARRIED**

- 4.2** Motion to approve the Library Board Minutes from the meeting held on April 28, 2022, with amendments, one correction.

**Motion LB-0038-2022**

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

**THAT THE Library Board accept THE MINUTES as circulated and corrected from the Board Meeting of April 28, 2022.**

**CARRIED**

**5. Business Arising from the Minutes**

- 5.1** Picton Building Project Update

**Motion LB-0039-2022**

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

**THAT THE Library Board accept THE verbal report from the CEO.**

- ✓ Water connection postponed until fall, no effect on the project

- ✓ Fencing has been moved and the parking area lease with TGSL has not extended
- ✓ Knudsen has commented that entry via TGSL parking area should not be necessary after the May 20, 2022, deadline except on notice as permitted
- ✓ Knudsen has provided a foundation repair estimate to the Regent Theatre
- ✓ Joe, Knudsen onsite supervisor would welcome the Library Board to tour the construction site, with notice, suggesting Friday afternoon would be best

**CARRIED**

## **6. COVID Update**

- 6.1** Library Staff continue to mask and social distance. The Library has reinstated small group gatherings in-house, connecting with schools and progressing to fully re-open status.

### **Motion LB-0040-2022**

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

**THAT THE Library Board accept THE verbal report from the CEO.**

**CARRIED**

## **7. Finance**

- 7.1** Cash Disbursements – April 2022

### **Motion LB-0041-2022**

Moved By: Marion Hughes  
Seconded By: Jan Nightingale

**THAT The Board accept THE SUMMARY OF DISBURSEMENTS Report as circulated:**

**Total Disbursements:       \$ 42,714.54**

**CARRIED**

- 7.2** Income Statement – April 2022 in Draft

### **Motion LB-0042-2022**

Moved By: Jan Nightingale

Seconded By: Dawn Cutler

**THAT The Board accept THE FINANCIAL STATEMENT Report as circulated:**

<b>Date 2022</b>	<b>Total Revenue Month</b>	<b>Total Revenue Year to Date</b>	<b>Net Surplus Month</b>	<b>Net Surplus Year to Date</b>
April	\$ 115,095	\$ 471,383	\$ 7,345	\$ 31,907

**CARRIED**

### **7.3 Financial Summary – April 30, 2022**

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at April 30, 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 – April 2022**

#### **Motion LB-0043-2022**

Moved By: Alexander (Sandy) Murray

Seconded By: Dawn Cutler

**THAT THE Board accept the CEO's verbal report.**

**CARRIED**

- ✓ County Reads Authors Festival April 21 to 24, over 280 participants attending online
- ✓ Maude Barlow in conversation with Jane Lesslie May 12, over 25 participants attending online
- ✓ Linwood Barclay in conversation with Vicki Delaney May 17, over 30 participants attending online

- ✓ The Library branches are working with Catalina Blumenberg, Municipal Clerk, the County of Prince Edward, to provide information displays onsite and via social media to promote voting in the upcoming municipal election
- ✓ Community Foundation, Covid-19 Recovery Grants, Library Staff have received training and are able to assist in completing applications for funding

CEO Report	22-Mar	22-Apr
Circulation	16,757.0	15,445.0
New Members	62.0	59.0
Home Delivery	69.0	72.0
Programs	55.0	79.0
Program Attendees	878.0	1,390.0
Archive Requests	25.0	24.0

**9. Correspondence – none**

**10. Report From Councillors**

**Motion LB-0044-2022**

Moved By: Jan Nightingale

Seconded By: Dawn Cutler

**THAT THE Board receive the verbal report from councillors.**

**CARRIED**

- ✓ By-Law 63-2020 to increase all taxi fares by \$5 in recognition of rising operational costs
- ✓ URide Pilot program

**11. New Business**

**11.1 The Walmsley Project**

The Board directs the CEO to continue discussions with the Walmsley Family, respectfully suggesting that a museum would be better equipped to care for the artifacts on a long-term basis.

## 11.2 Strategic Plan – Lessons Learned from Covid

The Board directs the CEO to report at the next Board meeting the findings from further discussions with the committee regarding the short-term strategic plan 2022-23.

### 12. Other Business

### 13. Next Meeting Dates

- ✓ Thursday, June 23, 2022, 10 am
- ✓ Or as needed


### 14. Adjourn

#### Motion LB-0045-2022

Moved By: Dawn Cutler

**THAT the meeting now adjourns at 11:01 am.**

  
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Devon A. Jones, Chair

  
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Barbara Sweet, CEO  
Secretary/Treasurer to The Board