

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

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A meeting of the Library Board was held on Thursday, June 23, 2022, at 10 am via Zoom.

The following Board Members were present:

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

Regrets:

Lenny Epstein  
Kate MacNaughton  
Jessica Shiers

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-0046-2022**

Moved By: Bill McMahon  
Seconded By: Jan Nightingale

**THAT the agenda for the Library Board meeting of June 23, 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 May 26, 2022.

#### **Motion LB-0047-2022**

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

**THAT THE Library Board accept THE MINUTES as circulated from the Board Meeting of May 26, 2022, with one correction.**

**CARRIED**

### **5. Business Arising from the Minutes**

- 5.1** Picton Building Project Update

#### **Motion LB-0048-2022**

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

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

- ✓ Eavestrough was installed at The Regent Theatre
- ✓ Library Staff were requested to take construction progress photos

**CARRIED**

- 5.2** Walmsley Project

The Board agreed the CEO continue discussions with the Walmsley Family, and request a presentation from them at the next Board Meeting, specifically defining the space requirement, the anticipated display rotation, their funding, and any donation they might be considering.

In addition to confirming this presentation, the CEO will have preliminary discussions with Brian Clark, Architect, regarding the space availability in the Picton Branch.

### **5.3 Strategic Plan**

#### **Motion LB-0049-2022**

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

**THAT THE Library Board accept THE STRATEGIC PLAN as circulated.**

**CARRIED**

### **6. COVID Update**

**6.1** Library Staff will continue to mask and maintain social distance.

Signage will remain posted:

"Help us keep all library patrons and staff safe. Masks are recommended in the library."

#### **Motion LB-0050-2022**

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

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

**CARRIED**

### **7. Finance**

**7.1** Cash Disbursements – May 2022

#### **Motion LB-0051-2022**

Moved By: Dawn Cutler  
Seconded By: Jan Nightingale

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

**Total Disbursements: \$ 89,081.33**

**CARRIED**

## 7.2 Income Statement – May 2022 in Draft

### Motion LB-0052-2022

Moved By: Marion Hughes  
Seconded By: Bill McMahon

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

Date 2022	Total Revenue Month	Total Revenue Year to Date	Net Surplus Month	Net Surplus Year to Date
May	\$ 124,895	\$ 596,278	\$ 8,302	\$ 33,754

**CARRIED**

## 7.3 Financial Summary – May 31, 2022

The CEO confirms that:

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

### 7.4 Next Finance Committee Date

- ✓ TBD
- ✓ With Board Meeting

## 8. CEO Report

### 8.1 CEO's Report – May 2022

### Motion LB-0053-2022

Moved By: Alexander (Sandy) Murray  
Seconded By: Ray Hobson

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

**CARRIED**

- ✓ Dan Needles is hoped to be scheduled for October 2022. The Wellington and Milford Friends of the library have confirmed their support of this program. Website: <https://danneedles.ca/>

- ✓ Wellington Friends Annual Booksale July 1 will be held at the library branch. Library Staff will be onsite offering a childrens' program as well.
- ✓ The County of Prince Edward has asked for volunteers from the library to run a food venue at the Community Centre Grounds as part of the July 1 celebrations with all profits will be given to the Picton Library Addition Fund.

CEO Report	22-Mar	22-Apr	31-May
Circulation	16,757.0	15,445.0	14,464.0
New Members	62.0	59.0	55.0
Home Delivery	69.0	72.0	77.0
Programs	55.0	79.0	86.0
Program Attendees	878.0	1,390.0	1,556.0
Archive Requests	25.0	24.0	25.0
Tech 1:1	38.0	17.0	54.0

- ✓ Ameliasburgh library branch yard sale raised over \$300 for the book acquisition budget
- ✓ Wellington library branch had an emergency roof repair over the front door. A permanent repair will be needed. Waiting response on RFQs.
- ✓ Consecon library branch current projects: install automatic door opener and complete final placement of the bell tower display.
- ✓ Picton library branch was broken into sometime after closing on Tuesday, May 10, 2022, and discovered Wednesday morning. A small amount of petty cash was taken. Police investigated.
- ✓ PEC Summer Pass, Wellington Rotary Beach: passes have been available for pick up at the library branches.

## 9. Correspondence

### Motion LB-0054-2022

Moved By: Marion Hughes

Seconded By: Jan Nightingale

- 9.1 Menlove Law PC, dated June 1, 2022, regarding the Estate of Robert Theodore Hintz, yet to be settled.
- 9.2 Debbie Kirton, dated June 1, 2022, donation, and exhibit

**THAT THE Board accept the correspondence as circulated.**

**CARRIED**

**10. Report From Councillors**

**Motion LB-0055-2022**

Moved By: Ray Hobson

Seconded By: Jan Nightingale

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

**CARRIED**

- ✓ Council is now meeting in person, masks are not mandatory
- ✓ Canada Day Celebrations will be at the Picton Community Centre on July 1, 2022

**11. New Business**

**11.1 Traditional Land Acknowledgement Statement**

The Board asks the CEO to provide the Municipality of the County of Prince Edward's current Traditional Land Acknowledgment Statement for consideration at the July board meeting.

**12. Other Business**

**13. Next Meeting Dates**

- ✓ Thursday, July 28, 2022, 10 am
- ✓ Or as needed

**14. Adjourn**

**Motion LB-0056-2022**

Moved By: Dawn Cutler

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

  
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**Devon A. Jones, Chair**

  
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**Barbara Sweet, CEO**

**Secretary/Treasurer to The Board**