

COUNTY OF PRINCE EDWARD
PUBLIC LIBRARY BOARD

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

The following Board Members were present:

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

Regrets:

Lenny Epstein
Ray Hobson
Kate MacNaughton

Staff Present:

Barbara Sweet, CEO
Tracy Shortt, Office

1. Call to Order

The meeting was called to order at 10:01 am by the Chair, Devon A. Jones.

2. Confirmation of the Agenda

2.1 Motion to Confirm the Agenda

Motion LB-0071-2022

Moved By: Bill McMahon
Seconded By: Jan Nightingale

THAT the agenda for the Library Board meeting of October 27, 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 September 29, 2022.

Motion LB-0072-2022

Moved By: Dawn Cutler
Seconded By: Jessica Shiers

THAT THE Library Board approve THE MINUTES as circulated from the Board Meeting of September 29, 2022.

CARRIED

5. Business Arising from the Minutes

- 5.1** Walmsley Project
- ✓ Letter to the Board dated October 27, 2022
 - ✓ Deed of Gift for Real Property without financial compensation stipulating property to be returned to the donor if deemed redundant to the collection
- 5.2** Picton Building Project Update
Project on schedule.
- 5.3** Legacy Document
With revisions as discussed.

6. Finance

- 6.1** Cash Disbursements – September 2022

Motion LB-0073-2022

Moved By: Jan Nightingale
Seconded By: Dawn Cutler

THAT The BOARD accept The SUMMARY OF DISBURSEMENTS Report as circulated:

Total Report: \$ 348,979.74

CARRIED

6.2 Finance Statements

Motion LB-0074-2022

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
September	\$ 121,266	\$ 1,098,213	\$ 17,114	\$ 53,911

CARRIED

6.3 Financial Summary for September 2022

The CEO confirms that:

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

6.4 Next Finance Committee Meeting Date
✓ TBD

7. CEO Report

7.1 CEO's Report – September 2022

Motion LB-0075-2022

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

THAT THE Board accept THE verbal report from the CEO.

CARRIED

8.1 CEO's Report – September 2022 -

- ✓ Internal promotion, Michele Gardner has accepted the Youth Librarian position on a trial basis
- ✓ IT Support, Adam Cavanaugh, entering his 3rd month with the library, has built an excellent connection with the patrons

- ✓ Newcomers Project, in person meeting restart with a maximum of 10 attendees and moving to various locations: museums, town halls, for example
- ✓ Dan Needles, in person presentation – 63 attendees at St Mary Magdelane Anglican Church, Thursday, October 20, 2022 at 7 pm

8. Correspondence

None.

9. Report From Councilors

Motion LB-0076-2022

Moved By: Alexander (Sandy) Murray

Seconded By: Marion Hughes

THAT THE Board receive the verbal report from councilors.

CARRIED

10. New Business

11. Other Business

12. Next Meeting Dates

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

13. Adjourn

Motion LB-0077-2022

Moved By: Dawn Cutler

THAT the meeting now adjourns at 11 am.



Devon A. Jones, Chair



Barbara Sweet, CEO

Secretary/Treasurer to The Board