

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD

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A meeting of the Library Board was held on Thursday, May 25, 2023, at 11 am at the Picton Library Branch.

The following Board Members were present:

Dawn Cutler  
Andrew Faulkner  
Valerie Hussey  
Devon A. Jones  
Lari Langford  
Alexander (Sandy) Murray  
Jan Nightingale

Regrets:

Bill Robert - resigned  
John Hirsch – Council Representative  
Elizabeth Grove-White  
Kate MacNaughton

Staff Present:

Barbara Sweet, CEO  
Tracy Shortt, Office Manager

Guest Present:

Peggy Malcolm, Ontario Library Services

**1. Call to Order**

The meeting was called to order at 11 am by the Chair, Devon A. Jones.

**2. Confirmation of the Agenda**

**2.1 Motion to Confirm the Agenda**

**Motion LB-0040-2023**

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

**THAT the agenda for the Library Board meeting of May 25, 2023, be confirmed.**

**CARRIED**

**3. Disclosure of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest at this time.

**4. Peggy Malcolm, Ontario Library Services**

**5. Minutes**

- 5.1** Motion to approve the Library Board minutes from the meeting held on April 27, 2023.

**Motion LB-0041-2023**

Moved By: Andrew Faulkner  
Seconded By: Alexander (Sandy) Murray

**THAT THE Library Board approve THE MINUTES as circulated from the Board Meeting of April 27, 2023.**

**CARRIED**

**6. Business Arising from the Minutes**

- 6.1** Picton Building Project Update

**7. Finance**

- 7.1** KPMG Audit  
7.1.1 Audit December 31, 2022

**Motion LB-0042-2023**

Moved By: Alexander (Sandy) Murray  
Seconded By: Valerie Hussey

**THAT The Board receive the Year End Audited Report drafted by KPMG LLP for December 31, 2022, as circulated, and presented by Katie Mahon, CPA, CA, LPA, Partner, Audit, KPMG LLP, and as recommended by the Finance Committee**

**And FURTHER THAT The Board authorizes Barbara Sweet, CEO, and Devon A. Jones, Chair to sign the final audit letter signifying the completion of the audit.**

**CARRIED**

## **7.2 Cash Disbursements**

### **7.2.1 Cash Disbursements – April 2023**

#### **Motion LB-0043-2023**

Moved By: Alexander (Sandy) Murray  
Seconded By: Valerie Hussey

**THAT The BOARD accept The SUMMARY OF DISBURSEMENTS Report as circulated, totaling \$120,972.92 in operating and \$152,123.99 in capital, and as recommended by the Finance Committee.**

**CARRIED**

## **7.3 Income Statements**

### **7.3.1 Income Statement – April 2023**

#### **Motion LB-0044-2023**

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

**THAT The Board accept THE FINANCIAL STATEMENT Report as circulated, Net Library \$ 30,198 year to date, and as recommended by the Finance Committee.**

**CARRIED**

## **7.4 Financial Summary for March 2023**

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at April 30, 2023.
2. All remittances and source deductions for which the directors may be personally liable have been made and submitted to the appropriate authorities.

## **7.5 Next Finance Committee Meeting Date**

✓ Thursday, June 22, 2023, at 10 am

## **8. CEO Report**

### **8.1 CEO's Report – April 2023**

**Motion LB-0045-2022**

Moved By: Valerie Hussey  
Seconded By: Jan Nightingale

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

**CARRIED**

**9. Correspondence**

**9.1** None.

**10. Report From Councilors**

**10.1** None.

**11. New Business**

**12. Other Business**

**13. Next Meeting Dates**

✓ Thursday, June 22, 2023, at 10:30 am

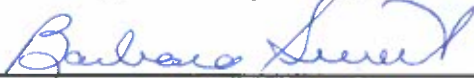
**14. Adjourn**

**Motion LB-0046-2023**

Moved By: Jan Nightingale

**THAT the meeting now adjourns at 12:41 am.**

  
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**Devon A. Jones, Chair**

  
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**Barbara Sweet, CEO**  
**Secretary/Treasurer to The Board**