

Prescott Public Library Board
Regular Meeting Minutes
Prescott Public Library
Tuesday November 21, 2023
6:00 P.M.

ATTENDEES:

Pat Lemaire/Joint Treasurer
Peggy Arcand/Joint Treasurer
Elaine McCurdie/Member
Leanne Burton/Council Representative (on speaker)
Anne Gillard/Chief Librarian/CEO

REGRETS:

Randy Pelehos/Board Chair

CALL TO ORDER: 6:06pm

**Moved by Pat Lemaire
Seconded by Peggy Arcand**

DECLARATION OF A CONFLICT OF INTEREST:

There were no declarations of interest expressed.

RESPECT & ACKNOWLEDGE DECLARATION:

“We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Haudenosaunega (St. Lawrence Iroquois), Huron-Wendat, Onida, Anishaabe, and Mohawk People”.

APPROVAL OF BOARD MEETING AGENDA dated October 10, 2023

**Moved By Pat Lemaire
Seconded By Peggy Arcand**

That the agenda for the Prescott Public Library Board meeting of October 10, 2023, be approved as presented.

APPROVAL OF MINUTES dated October 10, 2023

**Moved by Peggy Arcand
Seconded by Elaine McCurdie**

BUSINESS ARISING FROM THE MINUTES OF October 10, 2023:

- Revision of our logo, vision statement and mission statement is ongoing (part of two year plan)
- Code of Conduct - tabled
- Personnel Policies - tabled
- Budget Preparation
- Reading material to support local children/youth, parents and schools to increase literacy skills

NEW BUSINESS:

- Staffing Update
- Fall Programming
- Budget Prep for 2024 (last year CAO asked for completed budget in early December so I would like to see it prepared, completed and ready for submission in the same time frame)
- Information report for Council (to be submitted with final budget to Matthew Armstrong CAO. Leanne to be copied. Include copy of the Walrus article pertaining to the evolution of libraries.

CORRESPONDENCE/COMMUNICATIONS:

- Thank you notes from Reva Stern and Peggy Malcolm

ANY OTHER BUSINESS:

- BUDGET, BUDGET, BUDGET!!

TREASURER'S REPORT:

Copies of cash reports, bank statements attached for month of October provided to all members

That the Treasurer's Report be accepted as presented.

**Moved By Elaine McCurdie
Seconded By Peggy Arcand**

LIBRARIAN/CEO REPORT:

Librarian's Report

November 21, 2023

Administrative

The budget is slowly being developed; I would like it prepared prior to the town asking. Last year they were kind enough to allow us to submit it late, but I do not want to do that again. A working copy is in everyone's package tonight. Please provide all or any input.

The invoice for the offsite catalogue has been received and completed. That clears up all the back log of books, DVD's, historical materials. It was a cost of \$231.50. Well worth it. All items will be hitting the shelves before Christmas. The comments that we have gotten from patrons about our book selections, speed of purchase and advertising are getting rave reviews. I have an appointment scheduled with our RMS system (JASI) to add two programs to our system that will be the final step of having all records from Whitehots migrate in a much easier and faster format. Our system has been modified to prohibit renewals of all books 90 days old or less.

Services

Programming is starting to wind down, Linda, Kelly and I are looking forward to shorter days and less commotion to our week. The last class is on November 30 and then it should be smooth sailing to the end of the year. We have decided to follow the Town closure so will be closed from Friday December 23 at 5pm to Tuesday January 2 at 10am, 2024. I will be in the area and will be checking the drop slot regularly.

Reva's book reading was amazing, we stopped counting at 45 and we were lucky enough to use the Ruth Evanson room upstairs. Afterwards Reva came downstairs and signed copies of her books and visited with guests. She was very pleased and I for certain had a sigh of relief when it ended, I had concerns regarding the topic and the reaction of participants. She brought copies of all three of her books with her and was sold out of all of them when she left!

This past Saturday we were happy to host the celebration of life for Ann Steiner. Her family were able to see the bench completed (Thank you to Tony and Jane from Vero Heritage Carpentry) and they were all so pleased. One of Ann's granddaughters had a loop of pictures and we had 2 of the bulletin boards filled with a display of Ann and her time here at our Library. The event was well attended, about 65 people including past librarians Marjorie Ashton and Jane McGuire. Kelly, Linda, and I all worked, the event ended around 4pm. Clean up was easy and The family supplied all the food, dishes, napkins, and we supplied the tea and coffee. All leftovers have been packed away for the D and D group Tuesday night. Pat donated a beautiful quilt made by herself and the fabric was designed by her daughter. Each child 4-12 will get a ballot for each book they read between November 15-December 15. A ballot will be chosen on that date.

Our Scribbler's Group is being suspended; the moderator has moved away. We'll tackle that in the new year as well.

Facilities

Plans for December include finishing the weeding in the adult room. Moving all items from the craft storage area into the workroom to better utilize space and to start work on our new

submission for the May Court grant. More news to follow on that! Painting is on hold; we hope it will start again in the spring.

Communication and Outreach

We have gotten a lovely thank you note from Peggy Malcolm and another from Reva Stern. Those were two efforts that were well attended and went off smoothly, we are perfecting our ability to serve tea, coffee, and cookies.

Media

Facebook provides stats and I wanted to share some with you for the Prescott Public Library page. Would everyone be agreeable to seeing a new spot on the minutes for this information?

NEXT MEETING: December 5, 2023

ADJOURNMENT: Meeting adjourned at 7:50pm

Moved by Pat Lemaire

Seconded by Leanne Burton