**Prescott Public Library**

**Library Board Meeting**

**October 11, 2022**

**Prescott Public Library**

**6:00 P.M.**

By concensus it was agreed that Mavis Jale would be Acting Chair for the duration of this meeting.

**ATTENDEES:**

Jean Burton-Fox/Treasurer

Mavis Jale/Secretary/Acting Chair

Elaine McCurdie

Lee McConnell/Council Rep

Anne Gillard/Chief Librarian/CEO

**CALL TO ORDER:**

Meeting called to order at 6:03 pm.

**DECLARATION OF A CONFLICT OF INTEREST:**

There was no conflict of interest from any of the board members.

**RESPECT & ACKNOWLEDGE DECLARATION:**

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

**NEW BUSINESS:**

* Public Libraries Week – See Chief Librarian’s Report

**CORRESPONDENCE/COMMUNICATIONS**:

* Provincial Offences and Building and By-Law: Asking for permission to use library facilities for the purpose of defendants participating in a remote hearing.

If our facilities are suitable the board decided not a problem.

**TREASURER’S REPORT:**

* Invoices #47 to #115 for the months, June, July, August, September in the amount of $11,150.19 were paid.

**CHIEF EXECUTIVE OFFICER’S REPORT:**

**For July, August, September, 2022**

**Librarians Report October 11, 2022**

-new members since July 1 to present 83, this includes out of town members, which brought additional revenue of $427.50

- we ran out of adult/youth cards so have ordered new, old supplier no longer in business so tried VistaPrint and cost was just a fraction of the previous ($500-$58.75)

-we will also be able to purchase merchandise from them with the same logo used on card (bags, mugs?) without copyright issues

-we are waiting on a quote to update the 8 remaining computers with newer software (currently 2016 and no Adobe so patrons requiring that have to sit at Jane’s old spot at the circulation desk)

-United Counties has been using our space all summer and early fall for counseling sessions, they are appreciative of the space, positive comments

-Thursday during the summer Connect Youth used the library spaces and what a great group! They were very clean, respectful and it was nice to hear their voices in the Library. Our hope is to increase membership in the ages of 8-20 as we currently have very few

-the space upstairs at the back is being used daily by students who work online, at least 2 at 4 days a week

-there is a grant that is open until early December that Gananoque PL was successful in getting and I am going to meet with their CL/CEO to get assistance in filling out the application, it is to help create designated “meeting areas” and may help us with the costs of software updates (Gan received roughly $24,000)

- book sale room was moved downstairs and in the first month we had over $170.00 in sales, most patrons new and old didn’t know it existed!

-Local History/reference was moved down to the main level as well, positive feedback, many did not know it existed

-EarlyOn is holding story time every week (versus every other) and we have about five children/families participating Shawn will be doing story time on October 21st and reading “Good Night Construction Site”

- we now have added four more volunteers (3 youth and 2 adults, total of 6) which have helped with shelving, sanitization of the toys, general tidying of the space, moving books and craft items

-Karen had spoken with Matthew about cleaning in the Library and the agreement was Mon-Wed-Fri garbage, floors, public bathrooms but these tasks have not been done with any regularity. Monday September 26th the bathrooms were done but not floors, garbage once a week prompted by email to Operations (this morning the garbage was picked up but not floors, bathrooms)

- We have been able to get space in the Grenville Beacon and will share a column with Angie in Augusta and Donna in Spencerville/Cardinal our first submission will be handed in October 13th, which will appear in the paper the following week

-300+ new books have been donated since July; some have made their way into our collection and others to the saleroom and free cart

-display from the Hoops and Hooks club in memory of a member- Joan Boyle and many of her pieces have been hung up in our space and a beautiful display in the wooden case, there is a book for people to sign and leave a message

-OPL week- October 17-23rd Canadian author/artists displays on end stacks, bulletin boards

-we will offer light refreshments and cookies/squares and will be scheduling “fun facts to appear on our Facebook page a few times each day

-I have been making regular posts on our Facebook page to keep it near the top of people feed, I am able to schedule them a week in advance and am doing the same with the new book posts

-Provincially, the theme is surrounding Indigenous people and we have been highlighting applicable works throughout our space

-We have located a mascot for the Library that will appear in candid pics around town, lots of laughs and positive comments from patrons

-Tracey from the FD has dropped off merch, which Linda has made into give away bags for Fire Prevention Week and they have been popular

-40 craft kits done for Thanksgiving and were snatched up within 1 hour, some disappointed patrons so will are upping the amount for Halloween to 60

-see correspondence from Tina Bentley at POA court, Shawn has asked the same

-Karen asked me to obtain quotes for complete floor replacement and new paint through out the Library, see attached

Four people have approached me to revive our “Friends of the Library” group and I think it would be worth starting again in the New Year

-we have had two donations from patrons (both $100) one a new member and the other couple are regulars, which has been very kind

-donations of a new reading chair in the children’s room and of a puzzle lazy Susan, people often do a few pieces while they are here and some sit for a longer time and putter away

-letter writing campaign for those serving overseas

-new return drop box (long overdue and must be replaced due to fire/insurance)

**ANY OTHER BUSINESS:**

Christmas Hours:

Closed - Saturday, December 24, Sunday, December 26, Monday, December 27

Open - Tuesday, December 28, Wednesday, December 29, 10am to 2pm

Closed - Thursday, December 30, Friday, December 31, Saturday, January 1, Sunday, January 2

Open - Monday, January 3, 11am to 7pm (regular hours)

**NEXT MEETING**

To Be Determined

**ADJOURNAMENT:**

Meeting Ended at 6:55pm