**Prescott Public Library**

**Library Board Regular Meeting**

**June 20, 2023**

**At the Prescott Library**

**6:00 P.M.**

**ATTENDEES:**

Randy Pelehos/Board Chair

Laurie Bonsall/Vice-Chair/Secretary

Pat Lemaire/Joint Treasurer

Peggy Arcand/Joint Treasurer

Anne Gillard/Chief Librarian/CEO

Elaine McCurdie/Member

Councillor Leanne Burton/Prescott Town Council Representative

**REGRETS:** None

**CALL TO ORDER:** Randy Pelehos, Chair, called the meeting to order at 5:58 p.m.

**DECLARATION OF A CONFLICT OF INTEREST:** None declared.

**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, Anishinaabe, and Mohawk People”.

**APPROVAL OF BOARD MEETING AGENDA (with additions):**

Moved by Elaine McCurdie

Seconded by Anne Gillard

**Additions to the agenda**

To add Code of Conduct and Personnel Policies under Business Arising.

That the agenda for the Prescott Public Library Board Regular Meeting dated June 20, 2023, be approved as presented with the additions under Business Arising.

Carried

**APPROVAL OF MINUTES (with additions):**

Moved by Elaine McCurdie

Seconded by Randy Pelehos

**Additions to the minutes**

Actions #4 and #5 from Board Policies and Bylaws (under New Business) in the May 24, 2023, minutes will be subject to Board approval.

That the Prescott Public Library Board Regular Revised Meeting Minutes dated May 24, 2023, be accepted as presented.

Carried

**BUSINESS ARISING FROM THE MINUTES OF May 24, 2023:**

Moved by Leanne Burton

Seconded by Pat Lemaire

That the Year One and Year Two- annual plans be adopted with amendments to include the following: Administration, Facilities, Services, Communication and Outreach categories.

Carried

Foundation documents-FD01-FD04

Anne would like to review the FD-02, Mission Statement and Vision Statement, FD-03 Statement of Values, look at other libraries policies and by-laws, Anne will look at other vision statements and develop a draft, more relevant to our library, to be presented and reviewed in October.

FD-04-The library is receiving more indigenous materials for adults, the collection development could be improved.

Bylaw section BL01-06-

It should be noted that the Footnote BL-01, Related Documents, Council of the Municipality of Prescott, Bylaw # 1756 should be attached to the document.

Policy Number: BL-02, Section 1: Composition 1 #1. To ADD -Municipal Council shall appoint the members to the Prescott Library Board and recommends up to 7 members no fewer than 5. Elaine will review the bylaw and present a draft bylaw for the next meeting.

#5. To ADD “the members shall forthwith declare the seat vacant and notify the appropriate staff member.

BL-02 Section 3: #4 To ADD “In addition, the secretary will: a) prepare the agenda prior to each board meeting, in cooperation with the Chair and CEO.”

BL-02 Section 4: #2 To ADD “The treasurer shall monitor the financial activities of the library and shall ensure in coordination with the CEO that complete …”

Policy Number: BL-05, Section 1: Types of Meetings #2. To ADD “the library board shall hold regular meetings at least 7 (seven) times a year …”

BL-05, #6 To ADD Respect and Acknowledgement after Declaration of a Conflict of Interest.

Code of Conduct-Tabled

Personnel Policies-Tabled

**NEW BUSINESS:**

* No new business currently

**CORRESPONDENCE/COMMUNICATIONS**:

* No communication to share currently.

**TREASURER’S REPORT:**

* Copies of cash reports, bank statements-balance $10, 274.01
* Development of one spreadsheet-Anne will have this prepared for July 1st.
* Reserves-Randy-would like to seek clarification with Matthew Armstrong to get clarity on what we have remaining in reserves.

Moved-Councillor Leanne Burton

Seconded-Elaine McCurdie

Invoices sent to Accounts Payable department, will be requested that an acknowledgement of receipt be to Anne Gillard and Treasurer (via email) when the invoice has been received and when it is paid out.

**CHIEF EXECUTIVE OFFICER’S REPORT:**

I don’t have much to add this month, it’s been a trying one!

Weekly updates to the computers are throwing our system off every Monday morning. Today we were good computer wise but still have no fax machine capability.

I still can’t print from the laptop, hopefully this or next week.

Our phone system has been switched to the towns. It took some time to get it up and running (4 days) but seems to be working smoothly now. Huge transition for staff and patrons.

Cataloguing is all caught up except for approximately 10 books and 6 seasons of dvd’s. We timed ourselves and we were able to process just under 50 books in under 2.5 hours. Included in that time was a password reset due to computer system.

Bonnie Stephenson who comes to our StoryTime was able to score us and 4 neighbouring libraries season passes to Upper Canada Village. They will go into rotation this week.

Nick Beattie, our new Dungeons and Dragons volunteer is proving to be a huge asset and the group is up to 7 kids.

Girls Inc has been using our space on Monday evenings and they are proving to be a joy in our space.

All programs except StoryTime, Art Journaling and our own D and D will be stopped for the summer and resume in the fall.

The library will be attending the Canada Day festivities, bringing Lego, puppets, colouring sheets and we have made 48 bags to pass out to promote our Summer Reading Program.

Work on the vestibule bench and painting of the kids room shelves is beginning the end of the month.

We have modified our summer reading in hopes of getting more participants and saving money (TD Summer Reading Program prizes and shipping is so costly).

Weeding of children’s room has been completed.

**NEXT MEETING: Next meeting will be September 19, 2023**

Moved by Randy Pelehos

Seconded by Elaine McCurdie

That the Prescott Regular Meeting be adjourned. The Board will now meet in Closed Session in accordance with PLA, R.S.O. 1990, Section 16.1, 4 (b).

Carried

**ADJOURNMENT:** **8:20 pm.**