

**Prescott Public Library
Library Board Meeting
March 15, 2022
6:00 p.m.**

Attendees

Joe Muise/Chair
Darien Watson/ Vice-Chair
Elaine McCurdie
Lee McConnell/ Council Rep
Jane McGuire/ Chief Librarian/CEO
Anne Gillard/ Incoming Chief Librarian
Karen Hume

Regrets

Jean Burton-Fox/ Treasurer
Mavis Jale/ Secretary

Call to Order

Meeting called to order at 6:03 p.m.

Declaration of a Conflict of Interest

There was no conflict of interest from any of the board members. Oops. Elaine confessed. She owes \$1.00

Respect & Acknowledgment Declaration

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

Approval of Board Meeting Agenda

It was moved by Elaine McCurdie and seconded by Darien Watson that the agenda of the March 15th meeting be approved.
Motion carried

Approval of Previous Meeting Minutes

It was moved by Darien Watson and seconded by Lee McConnell that the minutes of the meeting of February 15th, 2022 be approved.
Motion carried

Business Arising from the Minutes of Feb. 15, 2022

Covid Protocols Update

As of March 21st, the mask mandate is being dropped. Both patrons and staff are free to wear a mask or not as they choose. There is still a requirement to maintain a six foot distance from another person and to sanitize hands.

Susan is off for medical reasons until March 28th.

Recruitment of Board Members

Extensive discussion ensued as a follow up to last meeting's thought that we hold a board recruitment evening in April.

The decision was made to host a Welcome Back week for the four days of April 11th—14th. The Welcome Back week will serve the dual purpose of recruiting members for the Board and of welcoming all people to our reopened post-Covid library.

We will return, as of April 4th, to having the library open the hours of Monday and Wednesday 1-8, Tuesday and Thursday 10-5, Friday 1-5, and Saturday 10-2.

Note: Jane's email to Board members the day after our meeting may change these hours to M-Th 11-7, Friday 1-5 and Saturday 10-2.

Anne Gillard, Darien Watson and Karen Hume will plan events for the hours we are open on April 11th through 14th. All Board members are asked to be as involved as possible in the week's events.

Darien, Anne and Karen will be meeting tomorrow (March 16th) to begin planning and will keep board members informed. Lee will inform council members at his meetings on the 21st of March and the 4th of April. He will ask all council members to visit the library during our Welcome Back week.

Some of the ideas discussed include:

Talk to Samantha (upstairs) about event ideas and prizes

We are going to offer food and drink. Joe has offered to supply some cookies

Easter craft kits can be given out

Maybe Youth Connect could hold their evening at our library that week. Perhaps we could offer a scavenger hunt for teens, with monetary prizes, maybe Prescott dollars

Joe has connections with musicians if, for example, we want a guitarist to provide background music.

Consider approaching members of the art guild to be present. Is there a caricature artist who could teach teens and adults? Elaine is happy to offer blind contour drawing if not.

Karen will prepare a one page flyer for potential board members.

Have some way to collect names and contact information of interested people so we can follow up.

Reach out to community partners and get them back into the post-Covid library

We have a puzzle table. Promote our new puzzle collection which consists of 40 puzzles. Karen will bring a puzzle of Shakespearean plays that could be made by people during the week.

Record some survey questions on flip chart paper. One of them might be, Would you be interested in becoming a member of the library board?

Legacy Document

Jean sent her typewritten responses to the legacy document questions. Thank you, Jean!

We went through each prompt and discussed our responses, as captured below.

Our Library and Its Community Partners

The Community Sees Our Library As...

- A valuable resource for books, IT, children's programming, and resources such as fax, photocopier, laminating, printing
- Easy access — centrally located, making it a good social and learning hub
- Combination of old school and new learning
- An educational, governmental, and recreational resource

- Those who use it see it as a second home. Those who don't either don't see it at all or they remember it as a place they took their young kids.
- Females in general are looking at the library as a place to pick up books, either for themselves or others.
- Males in general as a place to get movies and using a computer
- Juveniles (a bit tricky as they in younger years need help getting there) use the library for story time, books, crafts, picking movies and later using computers.
- Jean spoke with her husband who said, "I don't read books and I have my own computer to use."
- Unfortunately, a lot of people out in the community may see libraries as places of books only, when they are so much more than that.

Municipal Council Views our Library as ...

- A valuable asset to the town
- A valuable part of municipal services
- Great staple to the community with resources and materials
- As a business for the community
- As a port for the Town Hall
- In 11 years on Council, Lee does not remember a single time there was a discussion of the library. It is seen as a necessary expense

Other Key Community Partners View the Library as ...

We discussed who the key community partners might be. Early ON, the South Grenville Art Guild and Walker House (supplying book club kits to them) are current ones.

- As a testing facility for students whether in high school, college or university
- As a place for meetings to be held
- Some schools in area see the library as a resource centre for students

Major Governance Issues Faced During our Term

The library board faced these major governance issues during this term...

- The worldwide pandemic with its accompanying closures, restrictions and changing regulations
- Replacement of our librarian — a major governance issue but, fortunately, a painless one
- The need for a few more board members at the beginning of the term, which we got

We were able to accomplish...

- The mission and vision of our strategic plan
- A review of all policies and procedures with adjustments as needed
- Modifications during Covid — i.e., hours changed and curbside service to keep patrons and staff safe; book reservations could be made online or by phone, books were delivered as necessary
- Added new materials to the library — puzzles
- An increased social media presence with Monday book collections and Friday story times when the library was closed
- Promoting from within the new chief librarian to take over when Jane retires
- Craft kits increased in popularity. Where we used to need 20, we now need 50

We were not able to accomplish...

- A new strategic plan
- Board meetings were discontinued for in-person and Zoom was used, but not all board members were able to attend

- New furniture. Note: We agreed to purchase chairs for staff but to hold off on computer chair purchases until we develop our new strategic plan.

We can foresee these opportunities for the incoming board to address issues that remain outstanding...

- Increased board size and representation
- New leadership for both the Board and the library
- Decision about whether we are able to move to a post-Covid atmosphere (i.e, back to ‘normal’) or if we now live in a pandemic world. This decision will affect the development of the new strategic plan, potentially including the mission and vision statements.

Our Leadership

We believe that our board is a strong community leader because...

- It consists of well rounded members who bring strengths and creative ideas (secretly, we’re superheroes)
- We have stayed open in line with government policy and helped people in town through the challenges of the pandemic
- We changed our hours, adding some morning and evening hours to address patrons’ concerns

We see that the board could be even stronger in its leadership if...

- We had more Board members, which would add additional strengths i.e., a Board member with young children
- An orientation time was available for people thinking of applying to the Board (Welcome Back week will do this)
- We worked from a plan and made that the focus of our monthly meetings
- The people of Prescott and the surrounding area could see the library is more than books.
- The library became a place where people can meet to hear speakers, work on business, music, other productions.
- A place where people can meet up again to say hello and see all the items available at the library: books, movies, CDs, daisy wheel books for the blind, museum passes, crafts....
- It’s possible the library may need to move location.

Challenges for the New Board

We suggest that these issues are major challenges for the new board to tackle as a priority...

- Make a plan and work it with goals, metrics, strategies
- Give our new librarian the opportunity to be new; to put her stamp on the library
- Post Covid growth potential
- Changing demographics
- Getting new members to replace members who are retiring from the board and to grow the board
- Seeing if our current mission and vision statements are still viable
- Signage posts for the library on the west and east sides of town so that people know where the library is

Strategic Plan

People shared their views in response to last month’s question about whether we continue with strategic planning now or wait for the seating of the new Board next January.

Joe is away June and July. He has been on the Board for 12 years and does not intend to run again. He does not want to set a strategic plan with his ideas for the next group. If we can get people to come on the Board in April or May, he considers strategic planning to be a valuable process and Karen to be good at facilitating it, and he would support planning before January.

Darien wants to leave it to the new term for some of the same reasons as Joe. An entirely former board shouldn't be making a decision ahead of time for a new board. If there are new people, the process could start earlier than January.

Elaine suggested that ideas that occur to us over the coming months could be fed into the new group. Jane thought it would be very helpful for the new Board to have ideas from us. And some members of this Board will be on the next Board as well so ideas will naturally be carried over.

Lee noted that every time council changes, the viewpoint of council can alter because majority rules. He agreed that strategic planning be left until a new Board is in place and that ideas be brought forward from this Board.

Karen is concerned that delaying until January and starting from scratch at that time will mean another full year lost.

We are all hopeful that new Board members can be found to allow for an earlier start to the strategic planning process.

New Business

Joe Muise welcomed Anne Gillard and the Board gave her a round of applause in congratulations for her successful appointment as Jane's replacement.

In response to a request that she tell us a little about herself, Anne explained that she grew up in this library, spending every Tuesday night here until she went away to university. And that on her return to the area, she brought her son to the library every week as he grew too. To be librarian here was her childhood dream and she still thinks of it as too good to be true! Her family has been so committed to the Prescott Public Library that when her mother passed away, donations were directed to the library. Anne fervently believes that there needs to be something for kids in Prescott other than hockey, and she is very much looking forward to furthering that goal and others when in her new role.

Treasurer's Report

In our treasurer's absence, Jane referred us to Invoices #16-#25 in the amount of \$1482.92. Joe Muise moved and Darien Watson seconded that we pay the invoices. Motion carried.

We have \$2,903.47 in the bank.

Donations of \$325.75 have come in January through March as a result of laminating vaccination passports. There was some brief wondering about what we might next be able to laminate as a fundraiser for the library.

Chief Executive Officer's Report

Capacity limits have been lifted. Physical distancing is still to be maintained. We keep using every other computer for now.

Lots of laminating of proof of vaccination certificates is still going on, even though proof of vaccination no longer needs to be provided. We have brought in over \$325 in donations. Some people donate generously, while others do not donate at all.

February 28, 2022 circulation statistics: 261 (38 DVD) + 385 (49 patrons from Overdrive). 7 new members in February plus quite a few renewals. 336 people came into the library, 40 people used computers.

Interlibrary loans are picking up.

The Freebie Fridays cart is still out in the Town Hall. People are loving it!

On March 11th, EarlyON and the library jointly offered storytime at the library. The next one will be Friday March 25th from 10:00-11:00 a.m.

The display of Ukrainian books has been very popular. Books have been put on display for March Break. Families are pleased to see them displayed.

40 St. Patrick's Day craft bags were made up and all were given out. These are very popular activities.

The town is hosting a March Break scavenger hunt. Handouts are at the library as are prizes for finding at least 10 of the 20 items.

We anticipate that museum passes will start to circulate again. People are already calling to see what we have. Unfortunately, the Aquatarium is no longer offering library passes.

Susan is away for two weeks for medical reasons.

Next Meeting

Our next meeting date is Tuesday April 12th.

We also discussed our May meeting. Jane is away the first two weeks of May and Joe will be leaving the end of the first week of June. In between those times we will have our May meeting, including our celebration of Jane's retirement. The meeting and party will be in Karen's back yard. Date to be determined.

Meeting Adjourned

Joe needed to leave at 7:30 p.m. but invited us to carry on without him. We did so, discussing the rest of the Legacy document (Joe left his notes for us).

The motion to adjourn at 8:08 p.m. was made by Darien Watson and seconded by Elaine McCurdie. The motion was carried.

INVOICES 2022

FEBRUARY

16.	Whitehots Inc.	\$	161.13	Books
17.	Hastings Highlands Public Library (DVD POOL)	\$	200.00	SOLS Pools
18.	Whitehots Inc.	\$	104.59	Books
19.	Hannah Promotions	\$	100.17	Children's Programs
20.	Anne Gillard (Petty Cash)	\$	66.95	Children's Programs
TOTAL		\$	2,049.26	

MARCH

21.	RICOH Canada Inc. (Rental – February)	\$	53.58	Photocopy Maint.
22.	RBC Visa (Jan. 28 to Feb. 28, 2022)	\$	101.20	Postage
23.	Whitehots Inc.	\$	300.71	Books
24.	Copper Beech	\$	252.28	Books
25.	Cogeco Connexion Inc.	\$	71.13	Phone
25.	Cogeco Connexion Inc.	\$	71.18	Internet
*26.	Whitehots Inc.	\$	134.48	Books
27.	Brodart Canada Company	\$	251.18	Office Supplies
28.	Whitehots Inc.	\$	173.49	Books
29.	Whitehots Inc.	\$	185.87	Books
30.	RBC Visa (Mar. 01 to Mar. 28, 2022)	\$	323.42	Post;Books;Periodicals
31.	Petty Cash	\$	78.24	Children's;Office Supp.
TOTAL		\$	1,996.76	

INVOICES 2022

APRIL

32.	Petty Cash	\$	39.11	Meeting Supplies
33.	RICOH Canada Inc. (Rental and Copy Usage) March	\$	175.06	Photocopying Maint.
34.	Ontario Library Service (Barcodes)	\$	166.87	Office Supplies
TOTAL		\$	381.04	

That Invoices #26 to #34 in the amount **\$1,527.72** be approved for payment

**PRESCOTT PUBLIC LIBRARY
FINANCIAL STATEMENT
JANUARY 2022 TO APRIL 2022**

REVENUE

G/L ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	VARIANCE
00-740-0000-9150	Ontario Conditional Grants	\$0.00	\$9,701.00	\$9,701.00
00-740-0000-9800	Augusta Township Memberships	\$97.50	\$500.00	\$402.50
00-740-0000-9800	Edwardsburgh Memberships	\$75.00	\$350.00	\$275.00
00-740-0000-9250	Prescott Municipal Grant	\$40,238.49	\$160,954.00	\$120,715.51
00-740-0000-9251	From Reserves	\$0.00	\$5,000.00	\$5,000.00
00-740-0000-9252	SOLS Subsidy Internet Grant	\$839.40	\$839.00	-\$0.40
00-740-0000-9600	Library Fines	\$22.00	\$250.00	\$228.00
00-740-0000-9932	Photocopying Revenue	\$13.50	\$145.00	\$131.50
00-740-0000-9920	Revenue From Donations	\$325.75	\$500.00	\$174.25
00-740-0000-9933	Computer Printing Revenue	\$59.75	\$250.00	\$190.25
00-740-0000-9931	Sale of Used Books	\$8.70	\$50.00	\$41.30
00-740-0000-9920	Revenue-Programs & Events	\$0.00	\$0.00	\$0.00
00-740-0000-9930	Miscellaneous Revenue	\$90.00	\$151.00	\$61.00
TOTAL REVENUE		\$41,770.09	\$178,690.00	\$136,919.91

EXPENSES

G/L ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	VARIANCE
00-740-0000-1000 & 0	Salaries & Benefits	\$24,023.63	\$145,655.00	\$121,631.37
00-740-0000-3020	Training Fees	\$0.00	\$100.00	\$100.00
00-740-0000-3023	Membership Fees (Library VISA, FOPL)	\$50.00	\$62.00	\$12.00
00-740-0000-3030	Meeting Expenses	\$39.11	\$250.00	\$210.89
00-740-0000-3040	Health & Safety (ABC Fire Protection - 2022)	\$0.00	\$30.00	\$30.00
00-740-0000-3090	Liability Insurance	\$115.89	\$655.00	\$539.11
00-740-0000-3100	Office Supplies	\$733.56	\$1,000.00	\$266.44
00-740-0000-3102	Special Project (Office Furniture)	\$0.00	\$5,000.00	\$5,000.00
00-740-0000-3120	Postage	\$282.51	\$1,450.00	\$1,167.49
00-740-0000-3123	Books, DVDs, CDs	\$2,370.60	\$11,975.00	\$9,604.40
00-740-0000-3125	SOLS Pools (Large Print, DVDs)	\$200.00	\$425.00	\$225.00
00-740-0000-3124	Subscriptions (Periodicals, Newspapers)	\$504.61	\$620.00	\$115.39
00-740-0000-3129	Other Expenses (Water, Cleaning Supplies,	\$0.00	\$50.00	\$50.00
00-740-0000-3131	Photocopier Maintenance (ACCESS COPYR	\$333.10	\$1,710.00	\$1,376.90
00-740-0000-3132	Computer Supplies and Maintenance	\$0.00	\$1,500.00	\$1,500.00
00-740-0000-3134	Equipment Maintenance	\$0.00	\$0.00	\$0.00
00-740-0000-3140	Computer Licenses (E-Books, Online Resou	\$3,263.05	\$4,330.00	\$1,066.95
00-740-0000-3153	Children's Programs	\$482.79	\$800.00	\$317.21
00-740-0000-3200	Janitorial Cleaning Supplies	\$0.00	\$0.00	\$0.00
00-740-0000-3230	Telephone	\$213.39	\$854.00	\$640.61
00-740-0000-3232	Data Communications (Internet)	\$213.54	\$854.00	\$640.46
00-740-0000-4140	Inspections	\$0.00	\$0.00	\$0.00
00-740-0000-5810	Bank Charges	\$11.25	\$50.00	\$38.75
00-740-0100-3201	Maintenance Supplies	\$0.00	\$50.00	\$50.00
00-740-0100-3210	Maintenance Contract (Heating/Air System)	\$0.00	\$500.00	\$500.00
00-740-0100-3211	Cleaning Contracts (Floor Mats)	\$0.00	\$0.00	\$0.00
00-740-0100-3217	Building Repairs (Flooring workroom, storag	\$0.00	\$500.00	\$500.00
00-740-0100-3290	Building Insurance	\$102.99	\$270.00	\$167.01
TOTAL EXPENSE		\$32,940.02	\$178,690.00	\$145,749.98

April 11, 2022



ROYAL BANK OF CANADA
P.O. BOX 6011 STATION A
MONTREAL QC H3C 3B8

Business Account Statement

February 28, 2022 to March 30, 2022

RBBDA30000_3638608 E D 03982 00109
THE PRESCOTT PUBLIC LIBRARY
360 DIBBLE ST. WEST PO BOX 430
PRESCOTT ON K0E 1T0

Account number: 03982 100-057-9

How to reach us:

Please contact your RBC Banking representative or call
1-800-Royal[®]2-0
(1-800-769-2520)
www.rbcroyalbank.com/business

Account Summary for this Period

Royal Business Community Account[®]

Royal Bank of Canada
302 KING ST W-PO BOX 460, PRESCOTT, ON K0E 1T0

Opening balance on February 28, 2022	\$2,903.47
Total deposits & credits (0)	+ 0.00
Total cheques & debits (1)	- 3.75
Closing balance on March 30, 2022	= \$2,899.72

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			2,903.47
01 Mar	Monthly fee	3.75		2,899.72
	Closing balance			2,899.72

Account Fees: \$3.75

March 2022

- Capacity limits have been lifted. 2 feet distance still to be maintained. We will keep using every other computer for now. We are not requiring people to wear a mask but it is surprising how many still are.
- Book Sale Room is now open much to the delight of our patrons! We did a big weeding of the DVD collection to make room for the Puzzles. They have been quite popular for people to buy.
- March 31, 2022 circulation statistics: 923 + **496 (55 Patrons from Overdrive)**
new members March: **25 plus quite a few renewals;**
- Interlibrary Loans is picking up.
- Freebie Fridays cart is still out in the Town Hall. People are loving it!
- **Storytime:** April 8, 2022 EarlyON and the Library jointly offered Storytime at the Library. The next one will be Friday April 22, 2022 10:00 am to 11:30 am.
- Book Displays very popular. Books have been put out for Easter. Families are pleased to see the books out.
- **Easter Craft Bags** – 40 craft bags were made up and they all were given out. These are very popular activities. The next craft bag will be for Mother's Day.
- **Spring Back to the Library:** Monday's Tea Party Day was a great success! In the Morning we had a Preschool Tea Party. The children loved it. At 1pm we had an Adult Tea Party. It was well attended. At 4pm there was a Tea Party for school age children. It was well attended and everyone had a great time. Thank you to Lee McConnell and Gauri Shankar for dropping by this morning to answer questions and meet our new members. It was a lot of fun.
- **Museum Passes:** March Break was very popular for patrons going to the museums. We also have Parks Ontario Passes. Unfortunately the Aquatarium is not offering Library passes anymore.
- **TD Summer Reading Programme:** This year we will be offering a Story Walk to the book **I Am Scary by Elise Gravel**. This means there will be 18 laminated pages with stands. We are deciding with Samantha where the best place in Town would be.