

Prescott Public Library Board
Regular Meeting
October 10, 2023 (dated changed from September due to illness)
Prescott Public Library
6:00 P.M.

ATTENDEES:

Randy Pelehos/Board Chair
Pat Lemaire/Joint Treasurer
Peggy Arcand/Joint Treasurer
Elaine McCurdie/Member
Leanne Burton/Council Representative
Anne Gillard/Chief Librarian/CEO

REGRETS:

CALL TO ORDER:

Randy Pelehos, Chair, called the meeting to order at 5:59 pm.

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 June 20, 2023

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

BUSINESS ARISING FROM THE MINUTES OF June 20, 2023:

- Revision of our logo, vision statement and mission statement is ongoing (part of two year plan)
- Code of Conduct – tabled
- Personnel Policies - tabled

NEW BUSINESS:

- Public Library Week
- Peggy Malcom’s Retirement Tea
- 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.

CORRESPONDENCE/COMMUNICATIONS:

- Successful grant from the Dyslexia Foundation!! (\$500)

TREASURER’S REPORT:

Copies of cash reports, bank statements attached dating back to June 20, 2023
Year to Date spreadsheet 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

October 10, 2023

Administrative

I have worked extensively this summer going over the finance reports and sheets used previously and created a bit of a hybrid for myself. It encompasses what is on the general ledger that we receive from upstairs. Now when an invoice is sent upstairs, I can add it to my spreadsheet, and I am able to check it at a moment’s notice.

Our application to obtain a charitable status number is about half completed. I am hoping to complete it when I see Peggy here on the 4th.

The applications for our PLOG have not been released and we are waiting for the information from the Ministry. Normally we would have submitted it by now, so it is quite late. Grants and applications are one of the topics for our Small Libraries meeting.

As strange as it sounds, we need to discuss Christmas. When looking at the calendar it looks like the closure would be from Saturday December 23 – January 2 (The town staff will likely do the same). Often, we have opened one day to check books in but last year we only had three people come in. Other libraries around us follow the same closure schedule. My proposal is to use the stat from Truth and Reconciliation and Remembrance Day during this time.

Facilities

I hope each of you had a chance to peek at the children's room. They did an amazing job painting and we have had so many compliments. I'm so happy I stuck to my guns and insisted on the white. The total bill was under budget, so we replaced the puppet theatre (it was purchased second hand) and we bought the little tent. Both get lots of use.

We haven't even advertised the space at the back, but it is being used almost every day. As the programming ramps up over the fall it will be in use daily, most evenings until 9pm.

The bench that is being built in the front entrance and funded by the Steiner family is coming along. Tony from Vero Carpentry will stain the seats and do one more coat of paint this weekend. I spent some time with Lynn Steiner, and I was able to get some of Mrs. Steiner's files, a picture etc. and we will be mounting them on fiberboard in her memory. They would like to have their family come and see the finished product, so we are looking at the week after Remembrance Day.

Painting of the remainder of the library will be started on Monday. We are focusing on the back upstairs as that is the space being used for our meeting on October 4th.

Services

This year we are offering Art Journaling, Water Colours for Beginner's, Beginner and Intermediate Acrylic painting, Calligraphy, and Dot Journaling. Two are full and we have started a cancellation list. The fall programming will be finished by the end of November, and I am thinking that we should hold off until at least March in hopes of escaping most of the bad weather, especially if people need to drive at 9pm.

Currently, we have Dungeons and Dragons, which has grown to approximately 15 kids every Tuesday and Nick is opening two tables. Storytime is consistent at 10 children but often have 15-20. Being outside this summer was a disappointment, we had too much rain.

Weeding is still going strong, the children's room is complete, the reference area upstairs and we are up to the 350 sections in the adult room. I am hoping we can be completed by the end of the year.

Craft kits are back on the calendar, and we are amid completing the bags for Thanksgiving and Halloween. We still have three women that come from Developmental Services to help put them together and we always look forward to them coming.

Communication and Outreach

Our welcome package is almost complete. It will contain information about our hours, services and collection, bookmark, and magnet. I am hoping to have it ready by the end of September/October.

We have a steady group of boys ages 8-12 that are here daily using our computers, they are polite and well behaved. I can only speak for myself but it's nice to see them come and enjoy. Peggy Malcolm, our OLS representative has announced her retirement. She has asked us to hold her last Small Libraries meeting here in our library. It will be on Wednesday October 4, 10am-3pm. I have reached out to neighbouring libraries and have collected money for a catered lunch, cake, and small gifts. If anyone from the board would like to attend, please do. Peggy and Pat have both offered their time and Lynn and Carol (2 of our volunteers) will be on standby if needed.

NEXT MEETING: November 21, 2023

ADJOURNMENT: Meeting adjourned at 7:14pm

**Moved by Elaine McCurdie
Seconded by Pat Lemaire**