

Prescott Public Library Board  
Regular Meeting  
February 22, 2023  
Prescott Public Library  
6:00 P.M.

**ATTENDEES:**

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

**REGRETS:**

None

**CALL TO ORDER:**

Randy Pelehos, Chair, called the meeting to order at 6:02 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 Haudenosaunee (St. Lawrence Iroquois), Huron-Wendat, Onida, Anishinaabe, and Mohawk People".

**APPROVAL OF BOARD MEETING AGENDA:**

Moved By Laurie Bonsall  
Seconded By Elaine McCurdie

That the agenda for the Prescott Public Library Board meeting of February 22, 2023, be approved as presented.

Carried

**MINUTES:**

Moved By Councillor Leanne Burton  
Seconded By Pat Lemaire

**That the Prescott Public Library Board meeting minutes of January 10, 2023, be approved as presented.**

**Carried**

**BUSINESS ARISING FROM THE MINUTES OF January 10, 2023:**

1. Anne reported that a quotation for a drop box can be provided by Ed Yandeau, however he does require specifications to do so.

The cost to order from the vendor Carr and McLean is \$3000.00

**Moved By Pat Lemaire**

**Seconded By Councillor Leanne Burton**

**Anne will inquire with the libraries in Brockville, Smith Falls, and Kemptville as to the type of drop box they use and to ask for a photograph of the drop box.**

**Carried**

2. Computers-Anne has ordered the computers, the cost was over budget by \$1088.31. Monthly cost of On Serve was reduced to \$405.00 a month. Thank-you to CAO Matthew Armstrong for facilitating and supporting the library with this purchase and change over to On Serve. Randy would like to send an email on behalf of the Prescott Public Library Board, to Matthew Armstrong. The intention of the email is to thank Matthew for his ongoing support and guidance. He has been a tremendous resource to our Board!
3. 2023 Budget, Insurance-The insurance costs were provided by Matthew Armstrong and are close to the premiums for last year. We do not have a final budget yet for 2023.
4. Vacant Position, Job Posting-A new library assistant has been hired. Her name is Kelly McKenna. Kelly will work 12 hours a week. There were several resumes submitted and there may be an opportunity to have hire some applicants for a casual list.
5. Library Odour-The odour is ongoing. It is more prevalent in the Fall and Spring. Nathan has been in to investigate and document the issue. At this time a resolution has not been found.

**NEW BUSINESS: No Report**

**CORRESPONDENCE/COMMUNICATIONS: No Report**

**TREASURER'S REPORT: No Report**

**LIBRARIAN/CEO REPORT: February 22, 2023**

When going over my notes to prep this report I do not think I really understood just how many great things have happened since we met last!

## **New Hire**

Kelly McKenna was the successful new Library Assistant, and she jumped right in on Monday at the Leo. She lives in town, manages the two little libraries and has successfully runs a local book club. She has a varied background but all positions strong in computers, which I think, is perfect for us. A huge thank you to Randy for helping make the final decision process easier and giving me the final boost of confidence. More on that later!

## **Computers**

We have the quotes for all the computers, the equipment, the installation and then a monthly fee, which I was not expecting. At first glance I thought we could stay open for the installation and start up, but we will have no phones, nor able to check in/out any of our collection so I'm hoping we can discuss that when the time comes. Marybeth assures us one day will likely cover it, but I think we should look at 1.5 days of closure. I reached out to Matthew, and he was able to garner us a monthly savings of \$130 for the managed services. (Do not forget we will no longer be paying Cogence monthly) I have created a Tech Soup account for us, which is going to give us a hefty discount on Adobe as well.

## **Closed Meeting**

Could we schedule a closed meeting soon? March's meeting is already booked with Peggy Malcolm from OLS so possibly before. Food for thought.

## **Circulation Stats**

To date from our last meeting 1,250 items have been borrowed. We have had 21 new members since our last meeting and 140 since I began July 1, 2022. We have loaned 70+ titles through Inter-Library Loans and we have borrowed 45+ for our members.

## **Writing Group**

We had our first Writer's Club meeting we had 17 members attend! Everyone was positive and they have decided to meet twice a month. It was an eclectic bunch, but the outcome was positive, and everyone was excited to move forward. The ages were varied which was good to see.

## **Borrow a Patron**

Last Thursday we had our first “borrow a patron” event and 21 people joined to celebrate Alan Cathcart. It was huge success and people were laughing, asking questions, and engaged. Refreshments were offered, shout out to Peggy for all her help. For a cost of \$30.00 we opened our space to many people from the area. Some were not patrons so attended due to word of mouth and advertising. Mr. Cathcart was very pleased and so am I!!

### **The Leo**

Family Day was amazing, our booth was full of kids all the time and huge success for us. We are so happy to be included! Sam is amazing and I hope the town appreciates her.

**Next Meeting:** March 21, 2023, at 6:00 pm.

### **Adjournment:**

**Moved By Elaine McCurdie**  
**Seconded by Randy Pelehos**

**That the Prescott Library Board meeting be adjourned. (Time 7:48 p.m.)**