

**Prescott Public Library  
Library Board Meeting  
November 24, 2020  
At the Prescott Library  
6:00 P.M.**

**ATTENDEES:**

Darien Watson/Vice-Chair  
Jean Burton-Fox/Treasurer  
Mavis Jale/Secretary  
Karen Hume  
Elaine McCurdie  
Jane McGuire/Chief Librarian/CEO  
Lee McConnell/Council Rep

**REGRETS:**

Joe Muise/Chair

**CALL TO ORDER:**

Meeting called to order at 5:56 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 Haudenosaunee (St. Lawrence Iroquois), Huron-Wendat, Onida, Anishaabe, and Mohawk People”.

**APPROVAL OF BOARD MEETING AGENDA:**

It was moved by Jean Burton-Fox and seconded by Mavis Jale to approve the agenda of the meeting of November 24, 2020.

Motion Carried

**APPROVAL OF PREVIOUS MEETING MINUTES OF OCTOBER 20, 2020:**

It was moved by Karen Hume and seconded by Elaine McCurdie to approve the minutes of the previous meeting of October 20, 2020.

Motion Carried

**BUSINESS ARISING FROM THE MINUTES OF OCTOBER 20, 2020:**

- COVID-19 Update: Status unchanged.
- Treasury report, questions answered regarding library status at end of year:  
Mathew Armstrong (CAO) has indicated there are no major issues. He expects the library to have a surplus of approximately \$6,500 at the end of December, under in October by \$487 on salary and benefits. He does not expect us to be over in November or December unless we add more hours than we are using now.

- Review of Policy and By-Law, Personnel, PER-09 and PER-10

**Changes made to PER-09: Grievance and Discipline**

**1. Grievance**

ii. If the problem remains unresolved, the employee can put the complaint in writing and submit it to the CEO.

The following will be added : The CEO than submits the written complaint to the Board and a copy to the Town of Prescott CAO.

**Changes made to PER-09: Grievance and Discipline**

**3. Dismissal of Employee**

The procedure currently stated will be deleted and will be changed as per the Town of Prescott procedure.

**PER-10**

No changes.

It was moved by Jean Burton-Fox and seconded by Darien Watson to approve the changes to PER-09.  
Motion carried.

**NEW BUSINESS:**

- Karen Hume attended a Webinar: Updating Your Strategic Plan in the Age of COVID-10  
Board given hand-out with ideas and suggestions on navigating changing circumstances.
- Jean Burton-Fox tried to attend a CRA charitable status webinar. Lost feed, due to technical difficulties.
- Proposal to approach town for an extra \$5,000 in the library budget.  
Will re-address at December Board meeting.

**CORRESPONDENCE/COMMUNICATIONS:**

- Audited Financial Report
- COVID-10 Guidance Document

**TREASURER'S REPORT:**

\$12,341 was paid to the Town of Prescott, leaving \$100 in the account.

It was moved by Darien Watson and seconded by Elaine McCurdie to pay invoices #81 to #87 in the amount of \$980.72.  
Motion Carried

## **CHIEF EXECUTIVE OFFICER'S REPORT:**

- **Displays:**  
South Grenville Guild of Fine Arts changed their artwork throughout the library.
- **Screening Form:**  
As per Health Unit requirements, library staff fill out a 'Required Screening Questions Form'. If we answer 'yes' to any of the questions we are to stay at home.
- **Statistics for Annual Survey:**  
November 2 to November 7 we counted each person that entered the library, asked questions, used the computers and wi-fi. This will help in filling out the Annual Survey. The contact tracing sheet made it easier to do the statistics.
- **Preschool Storytime:**  
There is an average of 53 views for each virtual story.
- **Christmas Closings:**  
CLOSED: December 24, 25 and 26  
OPEN: December 28, 29, 30, December 31, close at 5pm  
CLOSED: January 1, 2  
OPEN: January 4
- **Statistics for the month of October:**  
Overdrive Checkouts – 358  
Books – 697  
DVD – 71  
Daisy's – 6  
Computers – 88  
New Members – 13  
Total Checkouts – 1, 132  
Total People Entering - 491

## **ANY OTHER BUSINESS:**

It was moved by Jean Burton-Fox and seconded by Darien Watson to change the library hours as follows:

Monday : 1pm – 8pm  
Tuesday: 10am – 5pm  
Wednesday: 1pm – 8pm  
Thursday: 10am – 5pm  
Friday: 1pm – 5pm  
Saturday: 10am – 5pm  
Sunday: CLOSED

Motion carried.

## **NEXT MEETING**

Tuesday, December 15 at 6pm

## **ADJOURNMENT:**

Motion to adjourn by Karen Hume and seconded by Jean Burton-Fox to close the meeting at 7:44pm.

Motion Carried